



**ILLINOIS VALLEY  
COMMUNITY COLLEGE**

**815 North Orlando Smith Road  
Oglesby, IL 61348-9692**

**Board Meeting  
A G E N D A**

**Thursday, August 14, 2014  
Board Room  
6 p.m.**

**NOTE:** If you are unable to attend this meeting, or if you have questions regarding the agenda, please call the President's office, 224-0402.

## **IVCC'S MISSION STATEMENT**

IVCC teaches those who seek and is enriched by those who learn.

### **BOARD AGENDA ITEMS**

#### **January**

Student Fall Demographic Profile

#### **February**

Authorize Budget Preparation  
Tenure Recommendations  
Non-tenured Faculty Contracts  
Reduction in Force  
Tuition and Fee Review  
Five-year Financial Forecast

#### **March**

Strategic Plan Update  
President's Evaluation

#### **April**

Board of Trustees Election (odd years)  
Organization of Board (odd years)

#### **May**

Budget Adjustments  
President's Contract Review  
Vice Presidents' Contract Renewals

#### **June**

RAMP Reports  
IT Strategic Plan  
Prevailing Wage Resolution  
Authorization of Continued Payment for  
Standard Operating Expenses

#### **July**

Tentative Budget  
a. Resolution Approving Tentative Budget  
b. Authorization to Publish Notice of  
Public Hearing

#### **August**

Budget  
a. Public Hearing  
b. Resolution to Adopt Budget  
College Insurance (every 3 years)

#### **September**

Protection, Health, and Safety Projects  
Cash Farm Lease  
Program Review Report  
Approval of College Calendar (even years)  
Student Accomplishments  
Employee Demographics Report

#### **October**

Authorize Preparation of Levy  
Audit Report  
Update Key Performance Indicators  
ICCTA Award Nominations

#### **November**

Adopt Tentative Tax Levy

#### **December**

Adopt Tax Levy  
Schedule of Regular Meeting Dates and Times

## **A G E N D A**

1. Public Hearing
2. Call to Order
3. Pledge of Allegiance
4. Roll Call
5. Approval of Agenda
6. Public Comment
7. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
  - 7.1 Approval of Minutes – July 10, 2014 Board Meeting (Pages 1-6)
  - 7.2 Approval of Bills - \$1,272,302.27
    - 7.2.1 Education Fund - \$966,591.51
    - 7.2.2 Operations & Maintenance Fund - \$107,192.55
    - 7.2.3 Operations & Maintenance (Restricted Fund) - \$15,332.83
    - 7.2.4 Auxiliary Fund - \$74,986.65
    - 7.2.5 Restricted Fund - \$10,219.00
    - 7.2.6 Audit Fund - \$3,000.00
    - 7.2.7 Liability, Protection & Settlement Fund - \$94,979.73
  - 7.3 Treasurer's Report (Pages 7-25)
    - 7.3.1 Financial Highlights (Pages 8-9)
    - 7.3.2 Balance Sheet (Pages 10-11)
    - 7.3.3 Summary of FY15 Budget by Fund (Page 12)
    - 7.3.4 Budget to Actual Comparison (Pages 13-19)
    - 7.3.5 Budget to Actual by Budget Officers (Page 20)
    - 7.3.6 Statement of Cash Flows (Page 21)
    - 7.3.7 Investment Status Report (Pages 22-23)
    - 7.3.8 Disbursements - \$5,000 or more (Pages 24-25)

- 7.4 Personnel - Stipends for Pay Periods Ending June 28, 2014; July 12, 2014; and July 26, 2014 (Pages 26-29)
- 7.5 Request to Purchase – FY2015 Billboard Advertising Contracts (Page 30)
8. President’s Report
9. Committee Reports
10. Fiscal Year 2015 Budget (Pages 31-33)
11. Insurance Renewals (Pages 34-47)
12. Faculty Appointment – Emily Lesman, Developmental Math Lab Instructor (Pages 48-49)
13. Staff Resignation – Amy Smith, Director of Institutional Research (Pages 50-51)
14. Change in Employment Status – Chris Warren, Adult Education Literacy Program Specialist/GED Instructional Aide (Pages 52-53)
15. Bid Results – Tree Removal (Page 54)
16. Additional Security officer – Information Desk (Pages 55-56)
17. Items for Information (Pages 57-67)
  - 17.1 Staff Resignation – Ian Reddy, Collection Development & Access Librarian (full-time) (Page 57)
  - 17.2 Staff Resignation – Tommy Canale, Athletic Director and Men’s Basketball Head Coach (part-time) (Page 58)
  - 17.3 Staff Resignation – Melissa McBride, Administrative Assistant, Financial Aid (part-time) (Page 59)
  - 17.4 Staff Resignation – Nicholas Lower, Custodian (full-time) (Page 60)
  - 17.5 Staff Resignation – Angie Hartman, Lead Academic Support Technologist (Page 61)
  - 17.6 Staff Appointment – Rebekah Dean, Interim Collection Development & Access Librarian (Page 62)
  - 17.7 Student-Athlete Drug Testing Policy and Related Penalties (Page 63)
  - 17.8 Award for Outstanding Achievement in Popular Annual Financial Reporting (Pages 64-66)
  - 17.9 Statement of Completion – Door Hardware/Rekeying Upgrades (Page 67)
18. Trustee Comment
19. Closed Session – 1) collective negotiations; 2) pending litigation; and 3) closed session minutes.
20. Closed Session Minutes – July 10, 2014 Board Meeting
21. Other
22. Adjournment

**ILLINOIS VALLEY COMMUNITY COLLEGE**  
**Board of Trustees**

**Minutes of Regular Meeting**  
**July 10, 2014**

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6 p.m. on Thursday, July 10, 2014 in the Board Room (C307) at Illinois Valley Community College.

**Members Physically Present:** Melissa M. Olivero, Chair  
Michael C. Driscoll, Vice Chair  
Larry D. Huffman, Secretary  
Laurie A. Bonucci  
Jane E. Goetz  
David O. Mallery  
Everett J. Solon  
Amy M. Rogowski, Student Trustee

**Members Absent:**

**Others Physically Present:** Jerry Corcoran, President  
Cheryl Roelfsema, Vice President for Business Services and Finance  
Sue Isermann, Interim Vice President for Learning and Student Development  
Mark Grzybowski, Interim Associate Vice President for Student Services  
Walt Zukowski, Attorney

**APPROVAL OF AMENDED AGENDA**

After the Board Book was mailed, two items were added to the agenda – 1) Possible Resolution to Approve the Appeal of Putnam County Parcel Assessments and 2) Possible Employee Suspension. It was moved by Mr. Solon and seconded by Dr. Huffman to approve the agenda, as amended. Motion passed by voice vote.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

It was moved by Ms. Goetz and seconded by Ms. Bonucci to approve the consent agenda, as presented. Motion passed by voice vote.

The following items were approved in the consent agenda:

Approval of Minutes – June 9, 2014 Closed Session Minutes Committee Meeting; June 9, 2014 Audit/Finance Committee Meeting; and June 12, 2014 Board Meeting.

Approval of Bills - \$795,644.97

Education Fund - \$655,350.15; Operations & Maintenance Fund - \$83,456.54; Auxiliary Fund - \$35,549.19; Restricted Fund - \$16,243.52; Audit Fund - \$4,000.00; and Liability, Protection and Settlement Fund - \$1,045.57

Treasurer's Report

Personnel

Approved the stipends for the pay period ending June 14, 2014.

### **PRESIDENT'S REPORT**

The June 26 Foundation golf outing was very successful because of the hard work of Sue Monroe, Donna Swiskoski, and director of development and community relations, Fran Brolley. Dr. Corcoran thanked the trustees who were able to attend as well as board attorney, Walt Zukowski. The bottom line is the event netted over \$10,000 in support of the IVCC Foundation. Over the last two days Dr. Corcoran has been at the College of DuPage meeting with a number of his counterparts reviewing the feasibility of Illinois community colleges being able to offer baccalaureate degrees in applied technology and applied science. The goal is simply to present background information and a recommendation to the Council of Presidents, Illinois Community College Board, Illinois Community College Trustees Association, and Illinois Board of Higher Education on how to proceed. As information becomes available that Dr. Corcoran thinks might be interesting, he will be happy to share it. As noted in the financial highlights section of this month's board agenda, Cheryl Roelfsema has advised that the Cultural Centre sound system renovation project is underway and the estimated completion date is November 14; final inspection on Phase 2 of the Community Instructional Center project was completed and everything went very well; and Phase 3 of the project, which involves an extraordinary expansion of student life space, including a cybercafe, is nearing 100 percent design development and on target for having the plan to the Capital Development Board in August. Also, Chamlin and Associates, engineering firm, is ready to work with the College on the ADA Parking Lot and Parking Lot #1 renovation projects. Lastly, Dr. Corcoran wanted to call everyone's attention to the well-written memo from Mark Grzybowski on page 55 of tonight's agenda where he details a plan that is underway involving Student Services and Foundation personnel working together on targeting 170 prospective students who have applied for financial aid for the upcoming year, but have not yet enrolled in courses either because they fall just below the threshold of eligibility for federal financial aid or the amount they're getting is so small it would not be a factor in their decision to move forward. If these students enroll in at least six credit hours, the Foundation will provide financial assistance for up to three credit hours. In other words, sign up for at least six and three are on the College. Mark is very lucky to work with a lot of great people in Student Services, in particular Patty Williamson, IVCC's extraordinary director of financial aid, who helped lay the groundwork for this particular initiative. If it were not for Patty, the College wouldn't be talking about this project, and for that Dr. Corcoran is most appreciative. Dr. Corcoran simply cannot say enough about the importance of students making the right decision to enroll in classes at IVCC in order to obtain a credential of high-value that



will serve them well for the rest of their working lives. Thanks to the generosity of the Foundation, under Fran's leadership, the College is doing everything it can to send a strong message to the community about the importance of learning, and the innovative resources it has around the campus to help students achieve their academic and career goals. Classes begin on Monday, August 18.

### **COMMITTEE REPORTS**

Dr. Huffman reported the Audit/Finance Committee met on June 9 and he had nothing to add to the minutes in the Board Book. Mr. Mallery reported the Facilities Committee met prior to the July board meeting. The members assessed the options to rectify a \$300,000 difference in two engineering firms' estimates to replace the Building A Chiller. Mr. Mallery commended Scott Curley in taking an interest in this project and pointing out issues that were not previously mentioned. Resubmitting the project does not look like it will jeopardize the funds with ICCB.

### **FISCAL YEAR 2015 TENTATIVE BUDGET**

It was moved by Dr. Huffman and seconded by Dr. Driscoll to adopt the Resolution approving the FY2015 Tentative Budget, and authorize publication of the Notice of Public Hearing, as presented. Ms. Olivero expressed her appreciation of the work that went into the budget and the clear effort to cut costs next year. Dr. Corcoran noted the budget is structurally balanced. Two million dollars is designated as the College continues on the CIC project, a one-time purchase for technology enhancements, and money set aside for improvements to Parking Lot #1 and the construction of the ADA-only Parking Lot. Other than that the Operating Funds are balanced. In other words, expenditures exceed revenues by \$2 million - \$1.2 million for capital projects, reserves in auxiliary fund from Information Technology contracts with LaSalle and Putnam Counties and reserves of \$800,000 in funds the College accumulated for improvements. The College's Operating Fund reserves are still in line with Board policy. Motion passed by voice vote.

### **STAFF APPOINTMENT – DR. ROBYN SCHIFFMAN, DEAN OF ENGLISH, MATHEMATICS, AND EDUCATION**

It was moved by Dr. Driscoll and seconded by Ms. Bonucci to approve the appointment of Dr. Robyn Schiffman to the position of Dean of English, Mathematics, and Education with an annualized salary of \$70,000, effective August 11, 2014. Dr. Corcoran expressed his appreciation of Mr. Adam Oldaker's work in the interim position. Motion passed by voice vote.

### **PURCHASE REQUEST – VMWARE ESX SERVERS AND ESX DISK ARRAY**

It was moved by Mr. Solon and seconded by Ms. Goetz to proceed with the purchase of the Dell Poweredge servers and a Dell Powervault storage array as quoted by Dell Inc., in the amount of \$35,085.58. Motion passed by voice vote.

### **PURCHASE REQUEST – NETWORK CORE AND EDGE SWITCHES AND INSTALLATION**

It was moved by Dr. Driscoll and seconded by Ms. Goetz to proceed with the purchase of the Cisco Nexus 7000 Core switch, 45 Cisco Catalyst 2960 edge switches, and services as quoted by the Burwood Group Inc., in the amount of \$437,687.14.

### **PROPOSAL RESULTS – STUDENT ATHLETE AND CATASTROPHIC STUDENT ATHLETE INSURANCE**

It was moved by Ms. Bonucci and seconded by Dr. Huffman to accept the proposal from First Agency, Inc. for Student Athlete Coverage in the amount of \$34,420 and the proposal from Ramza Insurance Group for Catastrophic Athlete Coverage in the amount of \$3,251. Mr. Mallery wanted to know where the College is at regarding mandatory insurance by student athletes. Mr. Grzybowski noted the athletic department is monitoring the collection of proof for insurance. He stated, “no proof, no practice, no play.” Ms. Roelfsema noted it will take a few years before the premiums drop. Premiums are based on a three-year average of claims. By the students being the primary carrier, the College has seen claims dropping. Motion passed by voice vote.

### **BID RESULTS – ASPHALT PAVEMENT REPAIR, SEALING, AND MARKING**

It was moved by Dr. Huffman and seconded by Dr. Driscoll to accept the bid from Universal Asphalt & Excavating, Inc. in the amount of \$18,650.00 for the Asphalt and Pavement Repair, Sealing, and Marking of the roadway. The question was asked if the College would decline Seal-A-Lot from bidding on projects in the future since they could not obtain a performance bond one day before the repairs were to take place. The administration will take this into consideration and follow the law when selecting the lowest and most responsible bidders. Motion passed by voice vote.

### **REQUEST FOR PROPOSAL RESULTS – COPIER LEASE**

It was moved by Ms. Bonucci and seconded by Ms. Goetz to accept proposal #2 from Illinois Valley Business Equipment – Peru, IL for a 36-month rental agreement at an estimated annual cost of \$43,999.86. Motion passed by voice vote.

### **BID REQUEST – TREE REMOVAL**

It was moved by Ms. Bonucci and seconded by Mr. Solon to seek bids for the tree removal of 45 dead Ash trees across campus. Mr. Mallery asked that the specifications include the trees be hauled off campus. Motion passed by voice vote.

### **PROFESSIONAL SERVICES PROPOSAL – ADA PARKING LOT DESIGN & LOT 1 RECONSTRUCTION**

It was moved by Mr. Solon and seconded by Ms. Bonucci to accept Chamlin & Associates, Inc. proposal of \$27,500 for preparation of construction documents for the ADA-only parking lot and reconstruction of Parking Lot #1. Motion passed by voice vote.

It was moved by Dr. Driscoll and seconded by Dr. Huffman to accept Chamlin & Associates, Inc. proposal of \$12,000 for construction management for the ADA-only parking lot and reconstruction of Parking Lot #1. Mr. Mallery asked if Chamlin is responsible for paying for the borings. Ms. Roelfsema noted that College will not be getting a subcontractor. Motion passed by voice vote.

### **SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES**

It was moved by Ms. Bonucci and seconded by Dr. Huffman to approve the release of closed session minutes of the February 21, 2001 (Extending Service Requirements for Tenure); June 18,



2013 (Associate Vice President for Academic Affairs & Dean of Workforce Development Salary Adjustment); and August 20, 2013 (Noncompliant Work on Building G Electrical Upgrade) meetings. Motion passed by voice vote.

**TRUSTEE COMMENT**

Ms. Olivero noted that Dr. Corcoran received a call from Mike Monaghan, Executive Director of the Illinois Community College Trustees Association, in which he was informed that IVCC is next in line for having a board member be appointed to the Trustees Association’s executive committee. This is done on a rotating basis from each region. The trustee’s responsibility would be to attend six meetings per year and coordinate the annual meeting of the region. If no one is interested in serving on the committee, Mr. Monaghan would reach out to the community college next in line for this opportunity. Mr. Mallery, ICCTA representative for IVCC, noted that he currently does not have the time. Ms. Bonucci was interested and noted she would cover the travel costs to attend the meetings, but she needed more information on the time commitment.

**CLOSED SESSION**

It was moved by Dr. Huffman and seconded by Ms. Goetz to convene a closed session at 6:30 p.m. to discuss 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) collective negotiating matters; 3) pending litigation; and 4) closed session minutes. Motion passed by voice vote.

After a short break, the Board entered closed session at 6:40 p.m. On a motion by Mr. Solon and seconded by Ms. Bonucci, the regular meeting resumed at 8:21 p.m. Motion passed by voice vote.

**CLOSED SESSION MINUTES**

It was moved by Dr. Driscoll and seconded by Ms. Goetz to approve and retain the closed session minutes of the June 9, 2014 Closed Session Minutes Committee meeting and the June 12, 2014 Board meeting. Motion passed by voice vote.

**RESOLUTION TO APPROVE THE APPEAL OF PUTNAM COUNTY PARCEL ASSESSMENTS**

It was moved by Dr. Huffman and seconded by Ms. Bonucci to approve the Resolution to File an Appeal of the Putnam County Parcel Assessment for PIN 01-10-082-000, as presented. Student Advisory Vote: “Aye” – Ms. Rogowski. Roll Call Vote: “Ayes” – Ms. Bonucci, Dr. Driscoll, Ms. Goetz, Dr. Huffman, Mr. Mallery, Mr. Solon, and Ms. Olivero. “Naye” – None. Motion carried.

It was moved by Dr. Driscoll and seconded by Ms. Goetz to approve the Resolution to File an Appeal of the Putnam County Parcel Assessment for PIN 01-10-086-000, as presented. Student Advisory Vote: “Aye” – Ms. Rogowski. Roll Call Vote: “Ayes” – Ms. Bonucci, Dr. Driscoll, Ms. Goetz, Dr. Huffman, Mr. Mallery, Mr. Solon, and Ms. Olivero. “Naye” – None. Motion carried.

It was moved by Dr. Huffman and seconded by Ms. Bonucci to approve the Resolution to File an Appeal of the Putnam County Parcel Assessment for PIN 01-10-092-000, as presented.

Student Advisory Vote: “Aye” – Ms. Rogowski. Roll Call Vote: “Ayes” – Ms. Bonucci, Dr. Driscoll, Ms. Goetz, Dr. Huffman, Mr. Mallery, Mr. Solon, and Ms. Olivero. “Naye” – None. Motion carried.

**EMPLOYEE DISCIPLINE**

It was moved by Ms. Bonucci and seconded by Mr. Solon to approve the administration’s recommendation for a three-day suspension without pay to employee #0177164. Motion passed by voice vote.

**OTHER**

None.

**ADJOURNMENT**

Ms. Olivero declared the meeting adjourned at 8:32 p.m.

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Melissa M. Olivero, Board Chair

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Larry D. Huffman, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 513

TREASURER'S REPORT

JULY 2014

Cheryl Roelfsema, CPA  
Vice President for Business Services and Finance/Treasurer

Kathy Ross  
Controller

## FINANCIAL HIGHLIGHTS – July 2014

### Revenues

- As of July 31, the student headcount for summer semester was 1,380 which is 149 students, or 9.74 percent, less than at this same point in time last year. Credit hours were at 5,988, which is 527, or 8.10 percent, less than one year ago. Summer semester is considered the first semester for Fiscal Year 2015. The headcount for fall semester 2014 is 2,834, which is 321 students less than at the same point in time last year. Credit hours for fall 2014 decreased by 2,671, or 8.45 percent, for a total of 28,924, from this point in time one year ago. The timing for Early Entry College student registration varies greatly from year to year and if we assumed no change from last year's Early Entry College registration, our credit hours would be down by 6.20 percent versus the 8.45 percent we currently show. Credit hours at the Ottawa Center are down by 637, or 27.16 percent from the same point in time last year. Level enrollment (no increase or decrease in credit hours) was assumed for the proposed budget for Fiscal Year 2015;
- The first installment of property tax payments has been received from all eight counties. The second installment in LaSalle County, the largest county in our district, is due September 9;
- The State of Illinois Base Operating Grant has been paid through May 2014 and the Equalization Grant has been paid through January 2014. Fiscal Year 2015 ICCB system grants are \$2,234,072, a decrease of \$52,213 from Fiscal Year 2014. Both years include \$88,700 to offset the state mandated veterans grant and \$50,000 for the equalization grant;
- The federal and state portions of Adult Education grants have been paid through June 2014. The Fiscal Year 2015 Adult Education funding is \$400,933, an increase of \$16,639 from Fiscal Year 2014, yet still below the Fiscal Year 2013 funding level of \$428,224. The state basic grant increased by \$7,500 for Fiscal Year 2015 and the federal basic grant increased by \$5,700 for Fiscal Year 2015.

### Expenditures

Some of the more significant variances in expenditures for the one month ending July 31, 2014 include the following:

- Fund 01 – Education Fund – Academic Support– Contractual Services – includes \$73,400 to Blackboard, Inc. for annual software support;
- Fund 01 – Education Fund – Institutional Support – Contractual Services – includes \$212,800 to Ellucian for annual software support; \$10,000 to Ektron for maintenance services on audio/visual equipment; and \$32,350 to Zukowski Law for legal services;

### **Protection, Health & Safety Projects:**

- Culture Centre Sound System – construction is underway with an estimated completion date of November 14;
- Building A Air Handler/Chiller Replacement – original budget approved by ICCB, however, a budget modification is being developed and will be presented to the Board in September 2014;
- Building E Elevator – approved by ICCB; will be installed during the Community Instructional Center Project Phase 3; and,
- Asbestos Removal – CIC Phase 3 – approved by ICCB; will occur prior to the Community Instructional Center Project Phase 3.

### **Capital Renewal Project:**

- Building C Lobby Remodel – approved by ICCB; will be done at the time as the Community Instructional Center Project Phase 3.

### **Other Projects:**

- Community Instructional Center Project –
  - **Phase 1** – 9-month inspection of CTC building occurred on May 30 with only minor issues noted which the general contractor has remedied;
  - **Phase 2** –final inspection of Building J was completed on July 25;
  - **Phase 3** – project is proceeding to 100 percent design development which is due to the CDB August 18;
- ADA Parking Lot –
  - Chamlin & Associates is preparing the bid documents; and,
- Parking Lot #1 Repairs
  - Chamlin & Associates is preparing the bid documents.

### **Other Items:**

The roadway stripping and sealing will be completed on August 9;

New copiers will be installed August 7-8;

The conversion of the Ellucian software system from Unidata to Microsoft SQL is scheduled for completion on September 1. This has been an 18-month project for our IT Department;

The Cisco core switch and Cisco edge switches for the network upgrade have been ordered.



Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 July 31, 2014

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
<b>Assets and Other Debits</b>								
Cash and cash equivalents	\$ 2,775,329	2,684,737	137,289	\$ 317,738	\$ 401,834			\$ 6,316,927
Investments	7,279,472	11,091,201	1,203,764	920,039	-			20,494,476
Receivables								
Property taxes	7,981,051	1,775,132	1,266,013		-			11,022,196
Governmental claims		-	-	-				-
Tuition and fees	2,432,170	910	-	1,553	-			2,434,633
Due from other funds	338,680	165,293	152,447	955,893	-			1,612,313
Bookstore inventories	-	-	-	643,513	-			643,513
Other assets	7,624		-	3,167	-		2,118,646	2,129,437
Fixed assets - net where applicable	-	-	-	20,465	-	58,497,163		58,517,628
Other debits								
Amount available in Debt Service Fund	-						606,354	606,354
Amount to be provided to retire debt								-
<b>Total Assets and Other Debits</b>	<u>\$20,814,326</u>	<u>\$15,717,273</u>	<u>\$ 2,759,513</u>	<u>\$ 2,862,368</u>	<u>\$ 401,834</u>	<u>\$58,497,163</u>	<u>\$ 2,725,000</u>	<u>\$ 103,777,477</u>

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Illinois Valley Community College District No. 513  
 Combined Balance Sheet  
 All Fund Types and Account Groups  
 July 31, 2014

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Enterprise	Trust and Agency Funds	General Fixed Assets	General Long-Term Debt	
<b>Liabilities</b>								
Accounts payable	\$ 27,629	\$ 400	\$ 7,645	\$ 16,157		\$ -	\$ -	\$ 51,831
Accrued salaries & benefits	1,609,906	25,698	-	17,895	-	-	-	1,653,499
Post-retirement benefits & other	127,667	-	-	-	-	-	-	127,667
Unclaimed property	1,925	-	-	-	18	-	-	1,943
Due to other funds	1,154,619	175,887	-	-	281,807	-	-	1,612,313
Due to student groups/deposits	110,003	-	-	-	120,009	-	-	230,012
Deferred revenue								-
Property taxes	3,991,867	887,865	633,222	-	-	-	-	5,512,954
Tuition and fees	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-
Bonds payable	-	-	-	-	-	-	2,725,000	2,725,000
Total liabilities	<u>7,023,616</u>	<u>1,089,850</u>	<u>640,867</u>	<u>34,052</u>	<u>401,834</u>	<u>-</u>	<u>2,725,000</u>	<u>11,915,219</u>
<b>Equity and Other Credits</b>								
Investment in general fixed assets						58,497,163		58,497,163
Contributed capital								-
Retained earnings								-
Fund balance								-
Reserved for grant purposes		148,157						148,157
Reserved for building purposes		6,296,111						6,296,111
Reserved for debt service		4,711,198	2,118,646					6,829,844
Reserved for Liab., Prot., Sett.		3,428,541						3,428,541
Unreserved	13,790,710	43,416		2,828,316				16,662,442
Total equity and other credits	<u>13,790,710</u>	<u>14,627,423</u>	<u>2,118,646</u>	<u>2,828,316</u>	<u>-</u>	<u>58,497,163</u>	<u>-</u>	<u>91,862,258</u>
<b>Total Liabilities, Equity and Other Credits</b>	<u>\$20,814,326</u>	<u>\$15,717,273</u>	<u>\$ 2,759,513</u>	<u>\$ 2,862,368</u>	<u>\$ 401,834</u>	<u>\$58,497,163</u>	<u>\$ 2,725,000</u>	<u>\$ 103,777,477</u>

Student accounts receivable are adjusted on a monthly basis. However, taxes receivable and inventories are only adjusted at fiscal year end.

Illinois Valley Community College District No. 513  
 Summary of Fiscal Year 2015 Revenues & Expenditures by Fund  
 For the one month ended July 31, 2014

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance Fund	Bond & Interest Fund	Working Cash Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Liability Protection & Settlement Fund	Audit Fund	Total (Memorandum Only)
Actual Revenues	\$ 7,775,239	\$ 989,607	\$ 802,080	\$ 681,947	\$ 36	\$ 41,357	\$ 232,341	\$ 134,703	\$ 19,452	\$ 10,676,762
Actual Expenditures	(2,526,767)	(161,805)	(15,333)	-	-	(112,993)	(312,237)	(102,079)	-	(3,231,214)
Other Financing Sources (Uses)	-	-	-	-	-	-	-	-	-	-
Excess (deficit) of Revenues and other financing sources over expenditures and other financing uses	5,248,472	827,802	786,747	681,947	36	(71,636)	(79,896)	32,624	19,452	7,445,548
Fund balances July 1, 2013 (unaudited)	4,628,258	3,012,421	7,974,011	1,442,977	4,691,403	3,055,718	142,855	4,054,245	28,571	29,030,459
Fund balances July 31, 2014	\$ 9,876,730	\$ 3,840,223	\$ 8,760,758	\$ 2,124,924	\$ 4,691,439	\$ 2,984,082	\$ 62,959	\$ 4,086,869	\$ 48,023	\$ 36,476,007

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**Illinois Valley Community College District No. 513  
Fiscal Year 2015 Budget to Actual Comparison  
For the one month ended July 31, 2014**

	<u>Annual Budget FY2015</u>	<u>Actual 7/31/14</u>	<u>Act/Budget 8.3%</u>	<u>Actual 7/31/13</u>	<u>Act/Budget 8.3%</u>	<u>Annual Budget FY2014</u>
<b>EDUCATION FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 6,762,916	\$ 3,647,194	53.9%	\$ 2,991,870	45.0%	\$ 6,646,368
Corporate Personal Property Replacement Tax	798,556	-	0.0%	-	0.0%	798,556
TIF Revenues	381,000	-	0.0%	5,503	1.4%	381,000
Total Local Government	<u>7,942,472</u>	<u>3,647,194</u>	<u>45.9%</u>	<u>2,997,373</u>	<u>38.3%</u>	<u>7,825,924</u>
State Government:						
ICCB Credit Hour Grant	1,923,233	161,945	8.4%	-	0.0%	1,923,233
Equalization	50,000	-	0.0%	-	0.0%	50,000
Career/Technical Education Formula Grant	165,000	-	0.0%	-	0.0%	165,000
Other	-	-	0.0%	-	0.0%	-
Total State Government	<u>2,138,233</u>	<u>161,945</u>	<u>7.6%</u>	<u>-</u>	<u>0.0%</u>	<u>2,138,233</u>
Federal Government						
PELL Administrative Fees	10,000	-	0.0%	-	0.0%	10,000
Total Federal Government	<u>10,000</u>	<u>-</u>	<u>0.0%</u>	<u>-</u>	<u>0.0%</u>	<u>10,000</u>
Student Tuition and Fees:						
Tuition	7,399,631	3,472,150	46.9%	3,508,246	51.9%	6,766,042
Fees	966,527	439,581	45.5%	496,265	51.1%	971,730
Total Tuition and Fees	<u>8,366,158</u>	<u>3,911,731</u>	<u>46.8%</u>	<u>4,004,511</u>	<u>51.8%</u>	<u>7,737,772</u>
Other Sources:						
Investment Revenue	21,000	47	0.2%	293	1.4%	21,000
Public Service Revenue	413,960	51,658	12.5%	7,734	1.8%	421,850
Nongovernmental Gifts	40,000	-	0.0%	-	0.0%	1,048,000
Other	88,472	2,664	3.0%	2,957	17.3%	17,100
Total Other Sources	<u>563,432</u>	<u>54,369</u>	<u>9.6%</u>	<u>10,984</u>	<u>0.7%</u>	<u>1,507,950</u>
<b>TOTAL EDUCATION FUND REVENUE</b>	<u>\$ 19,020,295</u>	<u>7,775,239</u>	<u>40.9%</u>	<u>7,012,868</u>	<u>36.5%</u>	<u>19,219,879</u>
<b>EDUCATION FUND EXPENDITURES</b>						
Instruction:						
Salaries	\$ 8,893,252	1,166,434	13.1%	786,262	9.3%	8,492,966
Employee Benefits	1,567,960	177,117	11.3%	120,006	7.8%	1,535,040
Contractual Services	140,588	7,204	5.1%	8,682	6.9%	126,219
General Materials & Supplies	441,166	28,224	6.4%	5,274	1.3%	402,788
Conference & Meeting Expenses	70,829	3,247	4.6%	668	1.2%	53,514
Fixed Charges	219,500	8,852	4.0%	81,426	37.1%	219,700
Utilities	600	-	0.0%	-	0.0%	500
Capital Outlay	3,245	-	0.0%	-	0.0%	1,000,000
Other	-	-	0.0%	-	0.0%	-
Total Instruction	<u>\$ 11,337,140</u>	<u>\$ 1,391,078</u>	<u>12.3%</u>	<u>\$ 1,002,318</u>	<u>8.5%</u>	<u>\$ 11,830,727</u>

**Illinois Valley Community College District No. 513  
Fiscal Year 2015 Budget to Actual Comparison  
For the one month ended July 31, 2014**

<b>EDUCATION FUND EXPENDITURES (continued)</b>	<b>Annual Budget FY2015</b>	<b>Actual 7/31/14</b>	<b>Act/Budget 8.3%</b>	<b>Actual 7/31/13</b>	<b>Act/Budget 8.3%</b>	<b>Annual Budget FY2014</b>
Academic Support:						
Salaries	\$ 672,958	\$ 72,415	10.8%	\$ 46,485	6.8%	\$ 681,604
Employee Benefits	134,630	17,505	13.0%	10,173	7.7%	131,760
Contractual Services	167,246	96,186	57.5%	11,534	7.0%	165,102
General Materials & Supplies	243,898	29,984	12.3%	30,271	9.9%	304,326
Conference & Meeting Expenses	11,885	90	0.8%	128	1.8%	7,115
Fixed Charges	-	3,132	0.0%	-	0.0%	-
Utilities	25,283	-	0.0%	144	0.3%	50,700
Capital Outlay	850	-	0.0%	-	0.0%	200,763
Other	-	-	0.0%	-	0.0%	-
<b>Total Academic Support</b>	<b>1,256,750</b>	<b>219,312</b>	<b>17.5%</b>	<b>98,735</b>	<b>6.4%</b>	<b>1,541,370</b>
Student Services:						
Salaries	1,194,194	131,760	11.0%	88,313	7.5%	1,177,829
Employee Benefits	296,852	33,763	11.4%	22,636	7.8%	290,105
Contractual Services	6,250	2,350	37.6%	-	0.0%	5,100
General Materials & Supplies	53,560	2,246	4.2%	2,963	5.6%	52,895
Conference & Meeting Expenses	20,675	721	3.5%	16	0.1%	15,125
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
<b>Total Student Services</b>	<b>1,571,531</b>	<b>170,840</b>	<b>10.9%</b>	<b>113,928</b>	<b>7.4%</b>	<b>1,541,054</b>
Public Services/Continuing Education:						
Salaries	445,953	79,187	17.8%	26,610	6.3%	424,443
Employee Benefits	51,932	10,128	19.5%	3,001	5.4%	55,924
Contractual Services	263,250	11,169	4.2%	4,358	1.6%	276,800
General Materials & Supplies	85,025	8,097	9.5%	9,702	12.3%	79,175
Conference & Meeting Expenses	12,510	1,175	9.4%	740	7.4%	9,970
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
<b>Total Public Services/Continuing Education</b>	<b>858,670</b>	<b>109,756</b>	<b>12.8%</b>	<b>44,411</b>	<b>5.2%</b>	<b>846,312</b>
Institutional Support:						
Salaries	1,686,123	188,957	11.2%	132,197	7.9%	1,672,936
Employee Benefits	505,137	62,617	12.4%	55,795	11.8%	471,283
Contractual Services	535,329	264,545	49.4%	190,062	37.6%	505,516
General Materials & Supplies	484,584	48,559	10.0%	73,236	13.1%	558,267
Conference & Meeting Expenses	66,900	344	0.5%	138	0.2%	59,305
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	11,228	1,035	9.2%	(7)	0.0%	19,500
Capital Outlay	751,280	375	0.0%	53,267	17.1%	310,829
Other	41,000	(252)	-0.6%	(575)	-1.5%	38,000
Provision for Contingency	77,203	-	0.0%	-	0.0%	-
<b>Total Institutional Support</b>	<b>4,158,784</b>	<b>566,180</b>	<b>13.6%</b>	<b>504,113</b>	<b>13.9%</b>	<b>3,635,636</b>
Scholarships, Grants and Waivers	588,700	69,601	11.8%	111,336	19.4%	574,200
<b>TOTAL EDUCATION FUND EXPENDITURES</b>	<b>\$ 19,771,575</b>	<b>\$ 2,526,767</b>	<b>12.8%</b>	<b>\$ 1,874,841</b>	<b>9.4%</b>	<b>\$ 19,969,299</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ 751,280</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>



**Illinois Valley Community College District No. 513  
Fiscal Year 2015 Budget to Actual Comparison  
For the one month ended July 31, 2014**

	<b>Annual Budget FY2015</b>	<b>Actual 7/31/14</b>	<b>Act/Budget 8.3%</b>	<b>Actual 7/31/13</b>	<b>Act/Budget 8.3%</b>	<b>Annual Budget FY2014</b>
<b>OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>						
Local Government Sources:						
Current Taxes	\$ 1,206,048	\$ 650,455	53.9%	\$ 548,108	44.9%	\$ 1,221,821
Corporate Personal Property Replacement Tax	140,921	-	0.0%	-	0.0%	140,921
TIF	127,000	-	0.0%	1,834	1.4%	127,000
Total Local Government	<u>1,473,969</u>	<u>650,455</u>	<u>44.1%</u>	<u>549,942</u>	<u>36.9%</u>	<u>1,489,742</u>
State Government:						
ICCB Credit Hour Grant	339,394	28,578	8.4%	-	0.0%	339,394
Total State Government	<u>339,394</u>	<u>28,578</u>	<u>8.4%</u>	<u>-</u>	<u>0.0%</u>	<u>339,394</u>
Student Tuition and Fees:						
Tuition	589,134	300,805	51.1%	414,101	75.1%	551,081
Total Tuition and Fees	<u>589,134</u>	<u>300,805</u>	<u>51.1%</u>	<u>414,101</u>	<u>75.1%</u>	<u>551,081</u>
Other Sources:						
Facilities Revenue	115,000	9,728	8.5%	1,841	1.5%	124,000
Investment Revenue	2,000	21	1.1%	241	12.1%	2,000
Non-Governmental Gifts & Grants	-	-	0.0%	-	0.0%	-
Other	-	20	0.0%	(50,095)	-	-
Total Other Sources	<u>117,000</u>	<u>9,769</u>	<u>8.3%</u>	<u>(48,013)</u>	<u>-38.1%</u>	<u>126,000</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND REVENUES</b>	<b>\$ 2,519,497</b>	<b>\$ 989,607</b>	<b>39.3%</b>	<b>\$ 916,030</b>	<b>36.6%</b>	<b>\$ 2,506,217</b>

	<b>Annual Budget FY2015</b>	<b>Actual 07/31/14</b>	<b>Act/Budget 8.3%</b>	<b>Actual 07/31/13</b>	<b>Act/Budget 8.3%</b>	<b>Annual Budget FY2014</b>
<b>OPERATIONS &amp; MAINTENANCE FUND</b>						
Operations & Maintenance of Plant:						
Salaries	\$ 858,848	\$ 94,001	10.9%	\$ 70,229	8.4%	\$ 840,042
Employee Benefits	266,394	29,434	11.0%	17,456	7.9%	221,972
Contractual Services	178,550	6,687	3.7%	54,582	24.5%	222,820
General Materials & Supplies	218,470	7,031	3.2%	7,898	3.2%	250,000
Conference & Meeting Expenses	1,725	146	8.5%	-	0.0%	4,000
Fixed Charges	66,250	170	0.3%	-	0.0%	52,500
Utilities	726,900	15,456	2.1%	1,826	0.2%	794,980
Capital Outlay	626,038	-	0.0%	18,375	17.7%	104,000
Provision for Contingency	100,000	-	0.0%	-	0.0%	-
Other	(63,000)	-	0.0%	-	0.0%	(63,000)
Total Operations & Maintenance of Plant	<u>2,980,175</u>	<u>152,925</u>	<u>5.1%</u>	<u>170,366</u>	<u>7.0%</u>	<u>2,427,314</u>
Institutional Support:						
Salaries	49,556	4,847	9.8%	3,736	7.6%	49,065
Employee Benefits	9,665	1,165	12.1%	840	3.9%	21,738
Contractual Services	1,500	2,491	166.1%	-	0.0%	2,400
General Materials & Supplies	3,601	377	10.5%	426	25.1%	1,700
Conference & Meeting Expenses	-	-	0.0%	-	0.0%	-
Fixed Charges	5,000	-	0.0%	(750)	-18.8%	4,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	<u>69,322</u>	<u>8,880</u>	<u>12.8%</u>	<u>4,252</u>	<u>5.4%</u>	<u>78,903</u>
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND EXPENDITURES</b>	<b>\$ 3,049,497</b>	<b>\$ 161,805</b>	<b>5.3%</b>	<b>\$ 174,618</b>	<b>7.0%</b>	<b>\$ 2,506,217</b>

Illinois Valley Community College District No. 513  
 Fiscal Year 2015 Budget to Actual Comparison  
 For the one month ended July 31, 2014

	Annual Budget FY2015	Actual 7/31/14	Act/Budget 8.3%	Actual 7/31/13	Act/Budget 8.3%	Annual Budget FY2014
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Local Government Sources						
Current Taxes	\$ 1,498,515	\$ 802,041	53.5%	\$ 612,113	44.9%	\$ 1,362,330
State Government Sources	2,000,000	-	0.0%	-	0.0%	7,350,000
Investment Revenue	8,000	39	0.5%	649	4.3%	15,000
Other Revenue	-	-	0.0%	-	0.0%	-
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) REVENUES</b>	<b>\$ 3,506,515</b>	<b>802,080</b>	<b>22.9%</b>	<b>612,762</b>	<b>7.0%</b>	<b>8,727,330</b>
<b>OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED)</b>						
Operations & Maintenance						
Contractual Services	\$ -	-	0.0%	-	0.0%	-
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	3,500,000	15,333	0.4%	479,174	5.5%	8,727,330
<b>TOTAL OPERATIONS &amp; MAINTENANCE FUND (RESTRICTED) EXPENDITURES</b>	<b>\$ 3,500,000</b>	<b>15,333</b>	<b>0.4%</b>	<b>479,174</b>	<b>5.5%</b>	<b>8,727,330</b>
<b>INTERFUND TRANSFERS - NET</b>	<b>\$ 270,000</b>	<b>\$ -</b>				

Fiscal Year 2015 Budget to Actual Comparison

	Annual Budget FY2015	Actual 7/31/14	Act/Budget 8.3%	Actual 7/31/13	Act/Budget 8.3%	Annual Budget FY2014
<b>BOND &amp; INTEREST FUND</b>						
Local Government Sources						
Current Taxes	\$ 1,266,316	\$ 681,936	53.9%	\$ 567,101	45.0%	\$ 1,258,919
Investment Revenue	3,500	11	0.3%	119	2.4%	5,000
<b>TOTAL BOND &amp; INTEREST FUND REVENUES</b>	<b>1,269,816</b>	<b>681,947</b>	<b>53.7%</b>	<b>567,220</b>	<b>44.9%</b>	<b>1,263,919</b>
<b>BOND &amp; INTEREST FUND</b>						
Institutional Support:						
Debt Principal Retirement	\$ 1,215,000	-	0.0%	-	0.0%	1,185,000
Interest on Bonds	51,425	-	0.0%	-	0.0%	78,419
Fees	500	-	0.0%	-	0.0%	500
<b>TOTAL BOND &amp; INTEREST EXPENDITURES</b>	<b>\$ 1,266,925</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 1,263,919</b>

Fiscal Year 2015 Budget to Actual Comparison

	Annual Budget FY2015	Actual 7/31/14	Act/Budget 8.3%	Actual 7/31/13	Act/Budget 8.3%	Annual Budget FY2014
<b>WORKING CASH FUND</b>						
Investment Revenue	\$ 25,000	\$ 36	0.1%	\$ (1,816)	-5.2%	\$ 35,000
<b>TOTAL WORKING CASH REVENUES</b>	<b>25,000</b>	<b>36</b>	<b>0.1%</b>	<b>(1,816)</b>	<b>-5.2%</b>	<b>35,000</b>
Transfers In (Out)	\$ -	\$ -	0.0%	\$ -	0.0%	\$ (120,000)

Illinois Valley Community College District No. 513  
 Fiscal Year 2015 Budget to Actual Comparison  
 For the one month ended July 31, 2014

	Annual Budget FY2015	Actual 7/31/14	Act/Budget 8.3%	Actual 7/31/13	Act/Budget 8.3%	Annual Budget FY2014
<b>AUXILIARY ENTERPRISES FUND</b>						
Service Fees	\$ 2,228,700	\$ 41,348	1.9%	\$ 90,432	3.7%	\$ 2,472,700
Other Revenue	-	-	0.0%	-	0.0%	1,000
Investment Revenue	4,500	9	0.2%	678	8.5%	8,000
<b>TOTAL AUXILIARY ENTERPRISES FUND REVENUES</b>	<u>2,233,200</u>	<u>41,357</u>	1.9%	<u>91,110</u>	3.7%	<u>2,481,700</u>
<b>AUXILIARY ENTERPRISES FUND</b>						
Salaries	\$ 336,026	32,931	9.8%	22,910	6.8%	339,281
Employee Benefits	92,335	8,676	9.4%	6,990	7.4%	94,629
Contractual Services	45,050	3,442	7.6%	275	0.6%	45,300
Materials & Supplies	1,975,230	67,906	3.4%	613,292	30.7%	1,998,478
Conference & Meeting	26,456	-	0.0%	-	0.0%	23,363
Fixed Charges	45,150	-	0.0%	587	1.4%	42,400
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay/Depreciation	3,838	-	0.0%	-	0.0%	3,840
Other	104,500	38	0.0%	-	0.0%	111,500
<b>TOTAL AUXILIARY ENTERPRISES EXPENDITURES</b>	<u>2,628,585</u>	<u>112,993</u>	4.3%	<u>644,054</u>	24.2%	<u>2,658,791</u>
Transfer In (Out)	\$ (338,586)	\$ -	0.0%	\$ -	0.0%	\$ -

Fiscal Year 2015 Budget to Actual Comparison

	Annual Budget FY2015	Actual 7/31/14	Act/Budget 8.3%	Actual 7/31/13	Act/Budget 8.3%	Annual Budget FY2014
<b>RESTRICTED PURPOSES FUND</b>						
State Government Sources	\$ 390,814	\$ 20,072	5.1%	\$ 37,293	10.3%	\$ 360,972
Federal Government Sources	6,765,584	211,909	3.1%	237,929	3.5%	6,743,340
Service Fees	3,000	360	12.0%	-	0.0%	3,000
Nongovernmental gifts or grants	60,000	-	0.0%	-	0.0%	-
Other Revenue	-	-	0.0%	1	0.0%	15,700
<b>TOTAL RESTRICTED PURPOSES FUND REVENUES</b>	<u>7,219,398</u>	<u>232,341</u>	3.2%	<u>275,223</u>	3.9%	<u>7,123,012</u>
<b>RESTRICTED PURPOSES FUND</b>						
Instruction:						
Salaries	\$ 495,023	33,123	6.7%	23,341	4.8%	486,019
Employee Benefits	111,838	7,584	6.8%	7,084	6.1%	115,559
Contractual Services	75,830	-	0.0%	5,925	6.9%	85,284
Materials & Supplies	124,746	5,770	4.6%	3,796	2.6%	144,092
Conference & Meeting	63,266	455	0.7%	4,735	7.0%	67,273
Fixed Charges	-	-	0.0%	-	0.0%	500
Utilities	1,314	-	0.0%	-	0.0%	3,500
Capital Outlay	211,541	-	0.0%	-	0.0%	212,723
Other (P-16 Grant Waivers)	-	-	0.0%	-	0.0%	-
Total Instruction	<u>1,083,558</u>	<u>46,932</u>	4.3%	<u>44,881</u>	4.0%	<u>1,114,950</u>

**Illinois Valley Community College District No. 513**  
**Fiscal Year 2015 Budget to Actual Comparison**  
**For the one month ended July 31, 2014**

<b>RESTRICTED PURPOSES FUND</b>	<b>Annual Budget FY2015</b>	<b>Actual 7/31/14</b>	<b>Act/Budget 8.3%</b>	<b>Actual 7/31/13</b>	<b>Act/Budget 8.3%</b>	<b>Annual Budget FY2014</b>
Academic Support						
Salaries	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
Employee Benefits	-	-	0.0%	-	0.0%	-
Materials & Supplies	-	265	0.0%	661	0.0%	-
Conference & Meeting	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Academic Support	<u>-</u>	<u>265</u>	<u>0.0%</u>	<u>661</u>	<u>0.0%</u>	<u>-</u>
Student Services						
Salaries	187,602	19,227	10.2%	13,177	7.0%	187,260
Employee Benefits	68,484	7,646	11.2%	4,928	7.6%	65,102
Contractual Services	2,320	-	0.0%	-	0.0%	3,320
Materials & Supplies	5,400	28	0.5%	32	0.6%	5,200
Conference & Meeting	6,112	-	0.0%	-	0.0%	4,500
Fixed Charges	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	20,000	-	0.0%	-	0.0%	24,175
Total Student Services	<u>289,918</u>	<u>26,901</u>	<u>9.3%</u>	<u>18,137</u>	<u>6.3%</u>	<u>289,557</u>
Public Service						
Salaries	152,530	19,660	12.9%	9,278	6.1%	151,098
Employee Benefits	34,845	4,816	13.8%	2,163	7.3%	29,701
Contractual Services	600	1,760	293.3%	(319)	-63.8%	500
Materials & Supplies	2,275	98	4.3%	2,197	34.7%	6,330
Conference & Meeting	4,750	46	1.0%	1,799	22.7%	7,931
Fixed Charges	-	-	0.0%	-	0.0%	-
Utilities	-	-	0.0%	31	3.1%	1,000
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	360	0.0%	-
Total Public Service	<u>195,000</u>	<u>26,380</u>	<u>13.5%</u>	<u>15,509</u>	<u>7.9%</u>	<u>196,560</u>
Operations and Maintenance of Plant						
Contractual Services	-	-	0.0%	-	0.0%	-
Capital Outlay	73,600	-	0.0%	-	0.0%	-
Total Auxiliary Services	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>-</u>	<u>0.0%</u>	<u>-</u>
Institutional Support						
Salaries (Federal Work Study)	\$ 91,689	\$ -	0.0%	\$ 3,253	3.6%	\$ 91,245
Total Institutional Support	<u>91,689</u>	<u>-</u>	<u>0.0%</u>	<u>3,253</u>	<u>3.6%</u>	<u>91,245</u>
Student grants and waivers (PELL & SEOG)	5,495,633	211,759	3.9%	235,875	4.3%	5,485,000
<b>TOTAL RESTRICTED FUND EXPENDITURES</b>	<u>7,155,798</u>	<u>\$ 312,237</u>	<u>4.4%</u>	<u>\$ 318,316</u>	<u>4.4%</u>	<u>\$ 7,177,312</u>
<b>Transfer In (Out)</b>	<u>\$ (15,000)</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>	<u>0.0%</u>	<u>\$ -</u>

**Illinois Valley Community College District No. 513  
Fiscal Year 2015 Budget to Actual Comparison  
For the one month ended July 31, 2014**

<b>LIABILITY, PROTECTION, &amp; SETTLEMENT FUND</b>	<b>Annual Budget FY2015</b>	<b>Actual 7/31/14</b>	<b>Act/Budget 8.3%</b>	<b>Actual 7/31/13</b>	<b>Act/Budget 8.3%</b>	<b>Annual Budget FY2014</b>
Local Government Sources	\$ 260,808	\$ 134,693	51.6%	\$ 112,231	44.8%	\$ 250,473
Investment Revenue	25,000	10	0.0%	23	0.1%	30,000
Other	-	-	0.0%	-	0.0%	-
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT FUND REVENUES</b>	<b>285,808</b>	<b>134,703</b>	<b>47.1%</b>	<b>112,254</b>	<b>40.0%</b>	<b>280,473</b>

**Fiscal Year 2015 Budget to Actual Comparison**

<b>LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>	<b>Annual Budget FY2015</b>	<b>Actual 7/31/14</b>	<b>Act/Budget 8.3%</b>	<b>Actual 7/31/13</b>	<b>Act/Budget 8.3%</b>	<b>Annual Budget FY2014</b>
Operations & Maintenance of Plant						
Contractual Services	\$ 351,500	\$ 59,162	16.8%	\$ -	0.0%	\$ 351,500
Material & Supplies	250	-	0.0%	3	3.0%	100
Conference & Meeting	500	48	9.6%	-	0.0%	500
Utilities	500	-	0.0%	-	0.0%	-
Total for Operations & Maintenance of Plant	\$ 352,750	\$ 59,210	16.8%	\$ 3	0.0%	\$ 352,100

Institutional Support						
Salaries	\$ 73,689	\$ 7,412	10.1%	\$ 6,063	8.5%	\$ 70,929
Employee Benefits	217,616	611	0.8%	1,048	0.4%	240,849
Contractual Services	29,000	326	1.1%	60	0.4%	14,500
Material & Supplies	1,000	-	0.0%	-	0.0%	2,750
Conference & Meeting	-	34,520	0.0%	-	0.0%	-
Fixed Charges	361,500	-	0.0%	142	0.0%	373,250
Utilities	-	-	0.0%	-	0.0%	-
Capital Outlay	-	-	0.0%	-	0.0%	-
Other	-	-	0.0%	-	0.0%	-
Total Institutional Support	682,805	42,869	6.3%	7,313	1.0%	702,278

<b>TOTAL LIABILITY, PROTECTION, &amp; SETTLEMENT FUND EXPENDITURES</b>	<b>\$ 1,035,555</b>	<b>\$ 102,079</b>	<b>9.9%</b>	<b>\$ 7,316</b>	<b>0.7%</b>	<b>\$ 1,054,378</b>
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**Fiscal Year 2015 Budget to Actual Comparison**

<b>AUDIT FUND</b>	<b>Annual Budget FY2015</b>	<b>Actual 7/31/14</b>	<b>Act/Budget 8.3%</b>	<b>Actual 7/31/13</b>	<b>Act/Budget 0.0%</b>	<b>Annual Budget FY2014</b>
Local Government Sources	\$ 35,277	\$ 19,452	55.1%	\$ 15,741	45.1%	\$ 34,900
Investment Revenue	-	-	0.0%	-	0.0%	-
<b>TOTAL AUDIT FUND REVENUES</b>	<b>35,277</b>	<b>19,452</b>	<b>55.1%</b>	<b>15,741</b>	<b>45.1%</b>	<b>34,900</b>

<b>AUDIT FUND</b>						
Contractual Services	35,700	-	0.0%	0,000	25.8%	34,900
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<b>\$ 35,700</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 0,000</b>	<b>25.8%</b>	<b>\$ 34,900</b>



**Illinois Valley Community College District No. 513**  
**Fiscal Year 2015 Budget to Actual Comparison**  
**All Funds**  
**For the one month ended July 31, 2014**

<u>Department</u>	<u>Annual Budget FY2015</u>	<u>Actual 7/31/2014</u>	<u>Act/Budget 8.3%</u>	<u>Explanation</u>
President	\$ 320,600	\$ 38,875	12.1%	
Board of Trustees	16,000	5,610	35.1%	First half of ICCTA dues
Community Relations	399,207	39,670	9.9%	
Continuing Education	1,001,064	136,219	13.6%	
Facilities	6,380,175	168,258	2.6%	
Information Technologies	2,484,810	440,930	17.7%	
Academic Affairs	327,945	13,666	4.2%	
Academic Affairs (AVPCE)	1,130,619	50,141	4.4%	
Adult Education	486,555	38,412	7.9%	
Learning Technologies	676,994	85,476	12.6%	
Career & Tech Education Division	1,807,419	174,504	9.7%	
Natural Science & Business Division	2,258,167	309,082	13.7%	
Humanities & Fine Arts/Social Science Division	2,184,124	292,390	13.4%	
Health Professions Division	2,156,899	314,222	14.6%	
English, Mathematics, Education Division	2,527,729	281,589	11.1%	
Admissions & Records	382,679	44,127	11.5%	
Student Development	627,789	77,968	12.4%	
Student Services	154,530	6,940	4.5%	
Financial Aid	5,944,270	251,696	4.2%	
Athletics	240,349	19,860	8.3%	
TRiO (Student Success Grant)	289,918	26,901	9.3%	
Campus Security	350,650	59,210	16.9%	
Business Services/General Institution	2,283,856	123,607	5.4%	
Risk Management	684,905	42,869	6.3%	
Tuition Waivers	588,700	69,602	11.8%	
Purchasing	98,229	12,336	12.6%	
Human Resources	130,065	12,239	9.4%	
Bookstore	2,199,721	78,568	3.6%	
Shipping & Receiving	69,322	8,881	12.8%	
Copy Center	136,742	7,366	5.4%	
Total FY14 Expenditures	<u>\$ 38,340,032</u>	<u>\$ 3,231,214</u>	8.4%	

**Illinois Valley Community College**  
**Statement of Cash Flows**  
**for the Month ended July 31, 2014**

	EDUCATION	OP/MAINT	OP / MAINT. RESTRICTED	BOND & INTEREST	AUXILIARY	RESTRICTED	WORKING CASH	AUDIT	LIAB, PROT, & SETTLEMENT	TOTAL
Balance on Hand	\$ 1,353,649.51	\$ 461,119.05	\$ 763,936.56	\$ 137,289.05	\$ 238,864.62	\$ 44,166.67	\$ 413,030.33	\$ 1,845.36	\$ 146,247.82	\$ 3,560,148.97
Total Receipts	2,100,828.77	192,112.51	179,454.78	152,511.43	136,024.47	541.68	93.08	4,382.43	30,156.50	2,796,105.65
Total Cash	3,454,478.28	653,231.56	943,391.34	289,800.48	374,889.09	44,708.35	413,123.41	6,227.79	176,404.32	6,356,254.62
Due To/From Accts	2,491.00	(2,491.00)								-
Transfers/Bank CDs	435,000.00	250,000.00	-	-	-	200,000.00	3,951.72	15,000.00	100,000.00	1,003,951.72
Expenditures	(2,127,439.17)	(236,640.26)	(15,332.83)	-	(117,427.10)	(102,738.83)	-	(3,000.00)	(103,217.29)	(2,705,795.48)
ACCOUNT BALANCE	1,764,530.11	664,100.30	928,058.51	289,800.48	257,461.99	141,969.52	417,075.13	18,227.79	173,187.03	4,654,410.86
Deposits in Transit	(194,492.27)									(194,492.27)
Outstanding Checks	343,720.16									343,720.16
BANK BALANCE	1,913,758.00	664,100.30	928,058.51	289,800.48	257,461.99	141,969.52	417,075.13	18,227.79	173,187.03	4,803,638.75
Certificates of Deposit	-	-	-	-	-	-	1,394,048.28	-	2,100,000.00	3,494,048.28
Illinois Funds	5,051,438.67	2,228,033.51	2,946,653.54	1,203,763.92	920,039.17	13,431.34	2,900,168.04	7,246.66	1,048,426.05	16,319,200.90
CDB Trust Fund CTC			594,206.49							594,206.49
Bldg Reserve-ILLFund			1,083,069.00							1,083,069.00
Total Investment	\$ 5,051,438.67	\$ 2,228,033.51	\$ 4,623,929.03	\$ 1,203,763.92	\$ 920,039.17	\$ 13,431.34	\$ 2,900,168.04	\$ 7,246.66	\$ 1,048,426.05	\$ 17,996,476.39

LaSalle State Bank      \$ 460,293.82  
Centrue Bank              4,343,344.93  
\$ 4,803,638.75

Respectfully submitted,



Cheryl Roelfsema  
Vice President for Business Services & Finance/Treasurer

ILLINOIS VALLEY COMMUNITY COLLEGE  
 INVESTMENT STATUS REPORT  
 July 31, 2014

<u>DUE</u>	<u>Education</u>	<u>Oper &amp; Maint</u>	<u>O&amp;M Restricted</u>	<u>Bond &amp; Int</u>	<u>Auxiliary</u>	<u>Working Cash</u>	<u>Liability Protection &amp; Settlement</u>	<u>Total</u>	<u>Bank</u>	<u>Rate %</u>	<u>APY %</u>	<u>Certificate Number</u>
10/24/2014							1,000,000	1,000,000	MB	0.60%	0.60%	16139
11/7/2014						150,000		150,000	MB	0.65%	0.65%	915192
3/26/2015							1,000,000	1,000,000	NCB	0.35%	0.35%	
3/31/2015						248,000		248,000	MBS	0.40%	0.40%	
4/22/2015							100,000	100,000	MB	0.45%	0.45%	914161
7/18/2017						996,048		996,048	MBS	1.24%	1.24%	RMB-027327
<b>Total CD</b>	-	-	-	-	-	1,394,048	2,100,000	3,494,048				

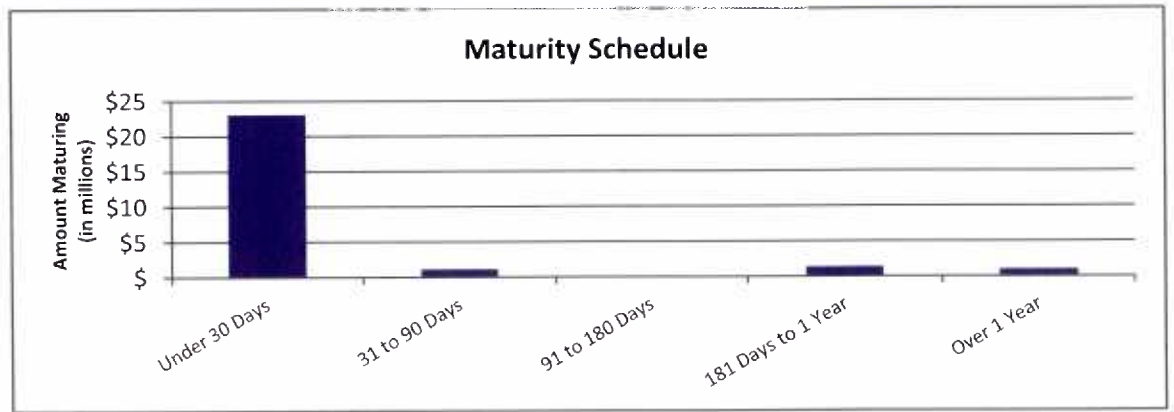
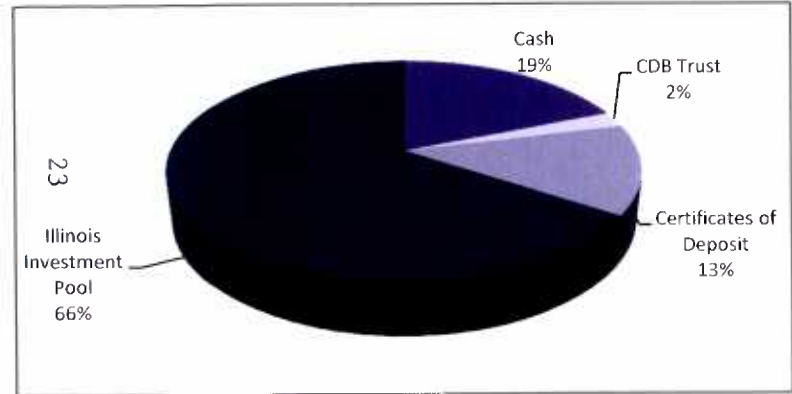
CB	Centrue Bank	MB	Marseilles Bank
HBT	Heartland Bank and Trust	MBS	Multi-Bank Securities, Inc.
FSB	First State Bank of Mendota	MSB	Midland State Bank
HNB	Hometown National Bank	NCB	North Central Bank - Ladd
LSB	LaSalle State Bank	PFS	Peru Federal Savings

\*\* Current IL Funds interest rate: 0.017%

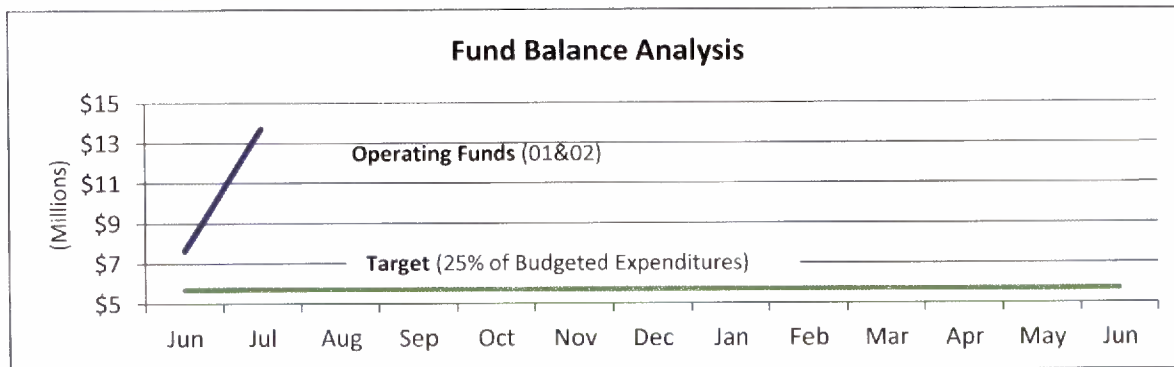
**Illinois Valley Community College District No. 513  
Investment Status Report  
All Funds  
July 31, 2014**

Instrument	Current Portfolio Distribution	Current Portfolio	Weighted Average Yield
Cash	19.0%	\$ 5,052,369	0.34%
CDB Trust	2.2%	594,206	0.25%
Certificates of Deposit	13.2%	3,494,048	0.50%
Illinois Investment Pool	65.6%	17,402,270	0.02%
<b>Total</b>		<b>\$ 26,542,893</b>	<b>0.28%</b>

Instrument	Illinois Investment Pool	Certificates of Deposit	Cash & Trusts	Total	Current Distribution
IL Funds (US Bank)	\$ 17,402,270			\$ 17,402,270	66%
Centrue Bank			4,068,994	4,068,994	15%
North Central Bank		1,000,000		1,000,000	4%
Heartland Trust Acct			594,206	594,206	2%
LaSalle State Bank			584,333	584,333	2%
Multi Bank Securities		1,244,048		1,244,048	5%
Heartland Bank			399,042	399,042	2%
Marseilles Bank		1,250,000		1,250,000	5%
	<b>\$ 17,402,270</b>	<b>\$ 3,494,048</b>	<b>\$ 5,646,575</b>	<b>\$ 26,542,893</b>	<b>100%</b>



**Weighted Average Maturity of CD's** 133 Days



ck

**\$5,000 and Over Disbursements**  
**07/01/14 - 07/31/14**

Check Number	Check Date	Vendor Number	Payee	Check Amount	Description
ACH	07/03/14		Internal Revenue Service	\$ 68,861.39	Federal Payroll Taxes (07/03/14)
ACH	07/03/14		Illinois Department of Revenue	21,822.08	State Payroll Taxes (07/03/14)
713888	07/03/14	0082897	SURS	47,802.11	Payroll (07/03/14)
713903	07/03/14	0108916	CCIC	278,490.16	Health Insurance (July)
713904	07/03/14	0001520	Cengage Learning Inc.	7,589.55	Books for Resale
713923	07/03/14	0079038	IVCC Student Activity	7,549.70	Chapter 33 Veteran Awards
713978	07/10/14	0181795	G4S Secure Solutions (USA) Inc.	31,449.52	Security Services (May)
714002	07/16/14	0001369	Ameren Illinois	45,734.99	Electricity (05/12/14-06/11/14)
714020	07/16/14	0001515	Ellucian, Inc.	212,795.00	Software License and Maintenance Renewals
714029	07/16/14	0190341	Indicom Electric Company, Llc	24,700.00	Electrical Work-Building G
714045	07/16/14	0074132	Parker-Hannifin Corporation	43,715.70	Integrated Hydraulic Training System
714055	07/16/14	0117008	Spirit of Peoria	12,660.00	Elderhostel
714063	07/16/14	0066555	United States Postal Service	6,000.00	Reimburse Postage Meter
ACH	07/17/14		Internal Revenue Service	69,169.68	Federal Payroll Taxes (07/17/14)
ACH	07/17/14		Illinois Department of Revenue	22,137.27	State Payroll Taxes (07/17/14)
24 714084	07/17/14	0082897	SURS	47,641.92	Payroll (07/17/14)
714091	07/24/14	0126547	Basalay, Cary, & Alstadt Architects	6,000.00	Cultural Center Sound System*
714102	07/24/14	0190646	CNE Gas Division, LLC	8,979.61	Natural Gas (06/01/14-06/30/14)
714106	07/24/14	0104200	D.J. Sickley Construction Co.	9,242.83	Cultural Center Sound System*
714109	07/24/14	0185245	El Dorado Trading Group	10,077.16	Supplies for Resale
714114	07/24/14	0001276	First Agency, Inc.	34,420.00	Insurance - Student Athletics
714116	07/24/14	0181795	G4S Secure Solutions (USA) Inc.	27,712.48	Security Services (June)
714118	07/24/14	0005259	ICCTA	5,610.00	FY15 Dues/1st Half
714138	07/24/14	0001011	NILRC	7,005.60	Library Databases
714142	07/24/14	0001039	Prestige Medical Inc.	5,439.92	Supplies for Resale
714144	07/24/14	0001060	Roaring Spring Blk Bk Co	9,222.10	Supplies for Resale
714148	07/24/14	0001594	Service Wholesale	6,971.07	Supplies for Resale
714154	07/24/14	0184954	The Quality Group, Inc.	5,560.00	Instructional Supplies
ACH	07/31/14		Internal Revenue Service	67,149.14	Federal Payroll Taxes (07/31/14)
ACH	07/31/14		Illinois Department of Revenue	21,589.31	State Payroll Taxes (07/31/14)
714177	07/31/14	0082897	SURS	46,718.72	Payroll (07/31/14)
714213	07/31/14	0001530	Key Outdoor Inc.	6,375.00	Advertising

**\$5,000 and Over Disbursements**

**07/01/14 - 07/31/14**

<b>Check Number</b>	<b>Check Date</b>	<b>Vendor Number</b>	<b>Payee</b>	<b>Check Amount</b>	<b>Description</b>
714217	07/31/14	0101216	MBS Textbook Exchange, Inc.	6,405.49	Books for Resale
714234	07/31/14	0102932	The College Board	12,999.05	Accuplacer Test Units
714238	07/31/14	0093131	University of Illinois	9,842.23	Renewal of I-Share Assessment and CARLI Governing Membership
714245	07/31/14	0001927	Walter J Zukowski & Associates	<u>32,356.00</u>	Legal Services
				<b>\$ 1,287,794.78</b>	

\*Protection, Health, & Safety (PHS) Projects



### Stipends For Pay Period 06/28/14

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Ault, Richard L	You Clean Oil Spill	06/16/14	06/19/14	06/28/14	SS	105.00	014110394151320	YOU-2311-06	How Would You Clean an Oil Spill	
Bias, Timothy John	iNAM Spring Work Lab	06/28/14	06/28/14	06/28/14	SS	3,200.00	061320182051900			
Bias, Timothy John	MET 2206-01 Additional Student	05/18/14	06/18/14	06/28/14	SS	211.20	011320410051340			
Engstrom, Norman Bruce	Acting Up	06/16/14	06/28/14	06/28/14	SS	200.00	014110394151320	YOU-1304-06	Acting Up	
Fanning, Brett Matthew	Granville Recreation Program	06/09/14	06/13/14	06/28/14	SS	200.00	056920597351900			
Freed, Timothy Daniel	Summertime Seafood	05/20/14	05/23/14	06/28/14	MI	215.00	014110394151320	HLR-3421-306	Summertime Seafood	
Fuentes, Roosevelt	Granville Recreation Program	06/10/14	06/12/14	06/28/14	SS	200.00	056920597351900			
Fuentes, Roosevelt	Granville Recreation Program	06/16/14	06/28/14	06/28/14	SS	200.00	056920597351900			
Gibson, James A	Miscellaneous Travel	06/01/14	06/28/14	06/28/14	SS	455.12	061320183855212			
Hartman, Angela	Making a Movie	06/09/14	06/13/14	06/28/14	SS	100.00	014110394151320	YOU-2114-06	Make an Imovie on Your iPad	
Hodgson, Laura Ann	Class Preparation	06/10/14	06/12/14	06/12/14	SS	1,617.62	011420730051340			
Hoffert, Katie Elizabeth	Granville Recreation Program	06/16/14	06/26/14	06/28/14	SS	400.00	056920597351900			
Hoffert, Katie Elizabeth	Granville Recreation Program	05/20/14	06/19/14	06/28/14	SS	260.00	056920597351900			
Jenrich, Chuck	ZJP PAK Ottawa	06/11/14	06/11/14	06/28/14	SS	1,000.00	014210331051320			
Killian, Melissa J.	28 Sessions	06/10/14	07/10/14	07/12/14	SS	896.00	013230030851540			
Klieber, Tracie Marie	Yoga Unique to You	01/15/14	05/20/14	06/28/14	ML	375.00	014110394151320	HLR-6218-305	Yoga Unique To You	
Koehler, Richard A	LC Drivers Improvement #929	03/08/14	05/13/14	06/28/14	ML	150.00	014110394251320	CDV-6000-03	LaSalle Co Driver Improvement	
Kreier, Rodney John	Sabic Innovative Plastics/Prep	06/23/14	06/28/14	06/28/14	SS	1,500.00	014210331051320			
Landgraf, Tammy Lynn	Mileage Reimbursement	06/04/14	06/25/14	06/28/14	SS	485.19	011220946155212			
Mangold, Richard F	Mileage Reimbursement	06/15/14	06/28/14	06/28/14	ES	657.44	011120650055210			
Moskalewicz, James P	21 Sessions	06/16/14	06/27/14	06/28/14	SS	672.00	013230030851540			

*cf*

### Stipends For Pay Period 06/28/14

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Neubauer, Michael P	Dynamic Supervision Class MBL	06/14/14	06/14/14	06/28/14	SS	3,200.00	014210331051320	CEU-8006-06	Dynamic Supervision	
O'Shea, Dennis Patrick	FY14 Longevity Pay	06/11/14	07/08/14	07/12/14	SS	1,608.36	027210472051900			
Oldaker, Adam Gregory	Interim Dean	06/16/14	06/24/14	06/28/14	SS	1,353.65	011120910051110			
Panizzi, Gerald W	LC Driver Improvement #930	06/11/14	08/05/14	08/05/14	SS	187.50	014110394251320	CDV-6000-03	LaSalle Co Driver Improvement	
Pietrolonardo, Anna Marie	SPN 2002 100	05/27/14	07/21/14	07/26/14	SS	1,536.00	011120650051340	SPN-2002-100	Intermediate Spanish II	
Prine, Renee Marie	21 Sessions	06/14/14	06/14/14	06/28/14	ML	672.00	013230030851540			
Reese, Robert C	Program Coordinator	06/21/14	06/21/14	06/28/14	SS	640.00	011120570051340			
Robinson, Delores R.	Writing Center	5/27/2014	7/21/2014	7/26/2014	SS	640.00	011120910051340			
Sarver, Gregory Stephen	Mileage Reimbursement	6/14/2014	6/14/2014	6/28/2014	ML	28.00	014110394355212			
Sarver, Gregory Stephen	BC Drivers Improvement #290	6/21/2014	6/21/2014	6/28/2014	SS	150.00	014110394351320	CDV-7000-03	Bureau Co Driver Improvement	
Schroeder, Eric Steven	BiO 1000 101 Additional Student	6/11/2014	8/5/2014	8/9/2014	SS	192.00	011120570051340			
Smith, Mary Helen	Vactor Manufacturing Microsoft	6/4/2014	6/14/2014	6/28/2014	SS	1,600.00	014210331051320			
Smith, Sara E	Food Service	6/16/2014	6/16/2014	6/28/2014	SS	250.00	014110394151320	CEU-1501-636	Food Service Recertification	
Trench, Michael Shawn	Fast Track	2/3/2014	5/15/2014	6/28/2014	SS	140.00	014110394151320	CEU-5317-02	Manufacturing and Safety	
						25,297.08				

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*Cheryl Roelfsema*

Cheryl Roelfsema  
Vice President of Business Services and Finance

\*Earntypes  
RE=Regular, TF=Taxable Reimbursements, ST/SG=Stipend, ES=SURS  
Exempt Stipend, OV=Overload, VA=Vacation Payout, ML= Commuting  
Mileage  
MI=Miscellaneous, SS=Summer School

*Jerry Concoran 2/5/14*

Dr. Jerry Concoran  
President

Stipends For Pay Period 07/12/14

Name	Description	Start Date	End Date	Last Pay Date	EARN Type*	Amount	GL No.	Section Name	Section Title	Comments
Bennett-Campbell, Bonnie L	NUR 1221 01 02 03 /Hogue	06/18/14	07/10/14	07/12/14	SS	\$1,060.50	011420730051340			
Bias, Timothy John	Additional Pay for Lab Work	06/01/14	07/01/14	07/12/14	SS	\$2,880.00	061320182051900			
Carey, Lauri L	Horticulturist work	06/01/14	07/12/14	07/12/14	SS	\$1,280.00	011120116051900			
Fanning, Brett Matthew	Granville Recreation Program	06/29/14	07/05/14	07/12/14	SS	\$200.00	056920597351900			
Gibbs, Kathryn Ann	Pay Lead Teacher RWSS Lab	06/11/14	07/12/14	07/12/14	SS	\$707.00	011520910051320			
Gibson, James A	Allegion	06/25/14	07/03/14	07/12/14	ST	\$1,430.00	014210331051320			
Hodgson, Laura Ann	Prep / Freshman Orientation	06/29/14	07/12/14	07/12/14	SS	\$1,437.01	011420730051340			
Hoffert, Katie Elizabeth	Granville Summer Recreation	06/29/14	07/05/14	07/12/14	SS	\$200.00	056920597351900			
Jenrich, Chuck	CEU 6111 06	06/30/14	07/01/14	07/12/14	SS	\$2,000.00	014210331051320	CEU-6111-06	ISO 9001 2008 Internal Auditor	
Jenrich, Chuck	ZIP PAK Ottawa	06/10/14	06/12/14	06/12/14	SS	\$1,000.00	014210331051320			
Jenrich, Chuck	Silica/Six Sigma/Skill Levels	06/24/14	07/03/14	07/12/14	SS	\$3,700.00	014210331051320	CEU-6242-26	Six Sigma Green Belt Training	
Killian, Melissa J.	14 Sessions	06/30/14	07/11/14	07/12/14	SS	\$448.00	013230030851540			
Kreier, Rodney John	Sabic Innovative Plastics	06/17/14	06/26/14	07/12/14	SS	\$1,500.00	014210331051320	CEU-5321-06	Pump Training	
Lesman, Emily Elizabeth	MLC Ottawa	07/07/14	07/07/14	07/12/14	ST	\$63.84	011520910051320			
Moskalewicz, James P	28 Sessions	06/30/14	07/11/14	07/12/14	SS	\$896.00	013230030851540			
Oldaker, Adam Gregory	Interim Dean	06/30/14	07/11/14	07/12/14	SS	\$1,390.23	011120910051110			
Panizzi, Gerald W	LC Driver Improvement #932	06/28/14	06/28/14	07/12/14	SS	\$187.50	014110394251320	CDV-6000-03	LaSalle Co Driver Improvement	
Reif, Cynthia Lou	Misc Reimbursement	02/01/14	03/01/14	07/12/14	ST	\$337.27	011420736955112			
Sarver, Gregory Stephen	LC Driver Improvement #931	06/25/14	06/25/14	07/12/14	SS	\$150.00	014110394251320	CDV-6000-03	LaSalle Co Driver Improvement	
Tomsha, Kathleen P	Sew Fun	07/01/14	07/03/14	07/12/14	SS	\$200.00	014110394151320	YOU-4209-06	Sew Fun	

TOTAL \$21,067.35

*Cheryl Roelfsema*

Cheryl Roelfsema  
Vice President of Business Services and Finance

*Jerry Corcoran 8/6/14*

Dr. Jerry Corcoran  
President

\*Earntypes

RE=Regular, TF=Taxable Reimbursements, ST/SG=Stipend, ES=SURS Exempt  
Stipend, OV=Overload, VA=Vacation Payout, ML= Commuting Mileage  
MI=Miscellaneous, SS=Summer School

Stipends For Pay Period 07/26/14

Name	Description	Start Date	End Date	Last Pay Date	Earn Type*	Amount	GL No.	Section Name	Section Title	Comments
Ault, Richard L	What Is Color	07/16/14	07/16/14	07/26/14	SS	\$105.00	014110394151320	YOU-2311-07	What Is Color?	
Baker, Kathryn June	AGRIUM COMPANY Marseilles	07/07/14	07/17/14	07/26/14	SS	\$3,300.00	014210331051320	CEU-4505-07	Microsoft Office 2010 Word Excel	
Booras, Pamela H	CEC Noon Time Happenings	07/14/14	07/14/14	07/26/14	SS	\$100.00	014110394151320			
Cargill, Gregory D.	Emerald Performance Materials	07/10/14	07/14/14	07/26/14	SS	\$1,800.00	014210331051320	CEU-5508-07	Industrial Wastewater Treatment	
Corcoran, Jerome M	Retro Pay	06/16/14	07/26/14	07/26/14	MI	\$139.44	018110081051110			
Hartman, Bruce Charles	Mileage Reimbursement	07/15/14	07/26/14	07/26/14	ML	\$28.00	011320410455211			
Hodgson, Laura Ann	Class Preparation	07/13/14	07/26/14	07/26/14	SS	\$1,531.24	011420730051340			
Hoffert, Katie Elizabeth	Spring Valley Fitness Camp	07/21/14	07/25/14	07/26/14	SS	\$315.00	056920597351900			
Huffaker, Amber Renee	Spring Valley Fitness Camp	07/21/14	07/25/14	07/26/14	SS	\$315.00	056920597351900			
Jenrich, Chuck	ZIP-PAK Company	07/17/14	07/17/14	07/26/14	SS	\$500.00	014210331051320			
Jenrich, Chuck	Champion-Gardner	05/14/14	07/14/14	07/26/14	SS	\$1,000.00	014210331051320	CEU-6223-05	Problem Solving 8D Advanced	
Jenrich, Chuck	U S Silica Co Six Sigma Class	07/15/14	07/15/14	07/26/14	SS	\$500.00	014210331051320	CEU-6242-26	Six Sigma Green Belt Training	
Moskalewicz, James P	35 Sessions	07/14/14	07/24/14	07/26/14	SS	\$1,120.00	013230030851540			
Oldaker, Adam Gregory	Interim Dean	07/14/14	07/25/14	07/26/14	SS	\$829.26	011120910051110			
Panizzi, Gerald W	LC Driver Improvement #934	07/19/14	07/19/14	07/26/14	SS	\$187.50	014110394251320	CDV-7000-03	Bureau Co. Driver Improvement	
Prine, Renee Marie	Sessions 14	07/14/14	07/26/14	07/26/14	SS	\$448.00	013230030851540			
Smith, Sara E	Food Service Sanitation	07/07/14	07/17/14	07/26/14	SS	\$600.00	014110394151320	CEU-1503-637	Food Service Sanitation-8 Hour	
Smith, Tanya Allison	Once Upon An Art /Art Adventure	07/14/14	07/14/14	07/26/14	SS	\$600.00	014110394151320	YOU-1114-07	Once Upon an Artist	
Sphar, Ronald E	Exelon Generation LaSalle	07/18/14	07/18/14	07/26/14	SS	\$325.00	014210331051320			
Stoddard, Danielle Annette	Perkins Grant	06/30/14	08/23/14	08/23/14	SS	\$336.00	061320152751900			
Stoddard, Danielle Annette	iNAM Grant	06/30/14	08/23/14	08/23/14	SS	\$336.00	061320182051900			
Tiggelaar, David A.	CEU 5314 07	07/07/14	07/18/14	07/26/14	ST	\$6,120.00	014210331051320	CEU-5314-07	Heating Ventilation & A/C	
Tomsha, Kathleen P	Sew Fun	07/01/14	07/03/14	07/26/14	SS	\$200.00	014110394151320	YOU-4209-06	Sew Fun	
Wasmer, Susan Marie	ALH 1251 300	07/28/14	09/05/14	09/06/14	SS	\$1,968.00	011420730051340	ALH-1251-300	Phlebotomy Practicum	
Whiteaker, Samantha D	Subbing for Hogue	07/14/14	07/16/14	07/26/14	SS	\$256.00	011420730051340			

TOTAL 22,959.44

*Cheryl Roelfsema*  
 Cheryl Roelfsema  
 Vice President of Business Services and Finance

*Jerry Corcoran 8/6/14*  
 Dr. Jerry Corcoran  
 President

\*Earntypes  
 RE=Regular, TF=Taxable Reimbursements, ST/SG=Stipend, ES=SURS Exempt Stipend, OV=Overload, VA=Vacation Payout, ML= Commuting Mileage  
 MI=Miscellaneous, SS=Summer School

**Purchase Request – Billboard Advertising Contracts**

Each year Community Relations and Marketing enters into several billboard advertising contracts. The payments are expended monthly. The contracts for fiscal year 2015 which total \$10,000 or more are listed below:

- Key Outdoor Inc. – LaSalle, Illinois - **\$19,800**  
Double Billboard on I-39
- Key Outdoor Inc. – LaSalle, Illinois - **\$ 9,450**  
Billboards in LaSalle, Ottawa, Streator, Mendota, Princeton,  
Peru, Spring Valley

**Recommendation:**

**The administration recommends Board approval to expend \$29,250 for annual billboard advertising contracts for fiscal year 2015 from Key Outdoor, Inc.**

**FY2015 Budget – Resolution to Adopt the Budget**

A notice of Public Hearing was published designating August 14, 2014 at 6:00 p.m. in the Board Room (C307) on the campus of Illinois Valley Community College for a public hearing. The tentative FY2015 budget has been on display in the Business Office since July 16, 2014.

**Recommendation:**

**The administration requests approval of the resolution to adopt the FY2015 Budget, as presented.**



RESOLUTION TO ADOPT BUDGET

RESOLUTION

WHEREAS, the Board of Trustees of Illinois Valley Community College District No. 513, counties of LaSalle, Bureau, Marshall, Lee, Putnam, DeKalb, Grundy and Livingston, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board have made the same conveniently available to public inspection for at least 30 days prior to final action thereon; and

WHEREAS, a Public Hearing was held as to such budget on the 14th day of August, 2014, notice of said hearing was given at least 30 days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS VALLEY COMMUNITY COLLEGE, DISTRICT NO. 513, COUNTIES OF LASALLE, BUREAU, MARSHALL, LEE, PUTNAM, DEKALB, GRUNDY AND LIVINGSTON, as follows:

SECTION 1: That the fiscal year of this School District be and the same hereby is fixed and declared to commence July 1, 2014, and to end June 30, 2015.

SECTION 2: That the following Budget, attached hereto and made a part hereof, contains an estimate of amounts available in each fund, separately, and of expenditures from each fund be and the same is hereby adopted as the Budget of Illinois Valley Community College District No. 513 for said fiscal year.

Upon motion by Member \_\_\_\_\_ to adopt the above resolution, seconded by Member \_\_\_\_\_, a roll call vote was taken and the Members voted as follows:

<u>Members Voting Aye</u>	<u>Members Voting Nay</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

RESOLUTION TO ADOPT BUDGET  
Page 2

The Chairperson declared the Motion duly carried this 14th day of  
August, 2014.

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Chair, Board of Trustees

ATTEST:

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Secretary, Board of Trustees

### **Insurance Renewals**

All lines of insurance coverage have been reviewed by the College's insurance consultant. Attached is a letter from the consultant recommending that the College renew all the following policies with current carriers.

- Property
- General Liability
- Commercial Auto
- Workers' Compensation
- School Board Legal Liability
- Umbrella
- Law Enforcement
- Media Liability
- Student Malpractice
- Foreign Liability

Also attached is a summary listing the expiring and renewal premiums. Overall, there was a decrease of \$16,364, or 4.91 percent. The Workers' Compensation premium decreased by \$20,920 due to reduced payroll and our experience modification rating dropping from 1.00 to .97. The standard experience modification rate is 1.00.

It is the practice to bid the College insurance every three (3) years. It was last bid in 2012; therefore, all lines of insurance will be rebid in 2015 for coverage beginning September 1, 2015.

### **Recommendation:**

**The administration recommends the Board accept the recommendation of the insurance consultant to renew all coverage with the same carriers at \$317,172.**

# **Bushue Human Resources, Inc.**

*An Outsourced Risk Management Company Focusing on Human Resources,  
Insurance, Background Screening and Fingerprinting*

104 North 2<sup>nd</sup> St, Suite B  
PO Box 89  
Effingham, IL 62401

**Phone:** (217) 342-3046  
**Fax:** (217) 342-5673  
**Email:** info@bushuehr.com

July 29, 2014

Illinois Valley Community College District #513  
815 N. Orlando Smith Rd.  
Oglesby, IL. 61348  
Attention: Dr. Jerry Corcoran

Dear Dr. Corcoran,

## **RE: PROPERTY/CASUALTY/LIABILITY INSURANCE RENEWALS**

The attached summary illustrates the expiring and renewal coverages with the current insurance carriers, Wright Specialty Insurance (WSI) through Mesirow Financial from Chicago, IL and BrickStreet Insurance through Kuhl & Company from Morton, IL.

Our attached renewal worksheet forms show the expiring and renewal coverage from WSI and BrickStreet Insurance. The first column of each page is the expiring insurance coverage for the College. The second column is the renewal coverage as presented by the current carriers and agents.

### **Following are some changes from the expiring:**

- The Blanket Limit and Statement of Values (SOV) have been reviewed with administration, and the values have been increased in order to better reflect replacement cost values. The Blanket Limit has been increased from \$91,633,570 to \$93,127,912.
- Under the Inland Marine, the Audio/Visual Equipment Limit has been decreased from \$419,655 to \$100,000; per the College's request.
- Under the Inland Marine, the Contractor's Equipment Coverage Limit has been increased from \$447,095 to \$450,000; per the College's request.
- Under the Inland Marine, the Electronic Data Processing (EDP) Equipment Coverage Limit has been increased from \$153,220 to \$472,875; per the College's request.
- Under the Inland Marine, the Electronic Scoreboard Limit has been decreased from \$65,000 to \$12,000; per the College's request.
- The Workers' Compensation Payrolls have been decreased; per the College's request. The 8868 Class Code (Colleges or Schools, Teachers) payroll has been decreased from \$14,537,190 to \$13,700,000. The 9101 Class Code (All Other Employees) payroll has been decreased from \$772,500 to \$700,000.
- The Workers' Compensation Rates have been increased for the renewal. The 8868 Class Code (Colleges or Schools, Teachers) rate has been increased from a .56 to a .64. The 9101 Class Code (All Other Employees) rate has been increased from a 6.04 to a 6.86.
- The Experience Modification Rating for the College has decreased from a 1.00 for 2013 to a .97 for 2014. The standard Experience Modification Rating is 1.00.

# ***Bushue Human Resources, Inc.***

104 North 2<sup>nd</sup> St. Suite B  
PO Box 89  
Effingham, IL 62401

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*An Outsourced Risk Management Company Focusing on Human Resources,  
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We are pleased to see that this renewal reflects a savings in premium. The Worker's Compensation coverage contributed to the savings. The payroll decreases generated a savings of \$9,067; however the rate increases generated a premium increase of \$17,964. When comparing payrolls and rates, the College would incur an increase of approximately \$8,900; however scheduled credits which resulted in a premium savings for the Worker's Compensation Coverage.

The overall savings is in the amount of \$16,364; which is 4.91% less than the expiring. We appreciate the opportunity to serve the College, if you have any questions please feel free to contact us.

Respectfully,



Travis J. Bushue  
President, Bushue Human Resources, Inc.

VSS

**Illinois Valley Community College District #513 - Renewal Date: 09/01/2014**  
**Property & General Liability Renewal Form**

Insurance Agency Name	Mesirow Financial	
	Wright Specialty Ins. (WSI)	Wright Specialty Ins. (WSI)
<b>Insurance Carrier Name</b>	<b>Current</b>	<b>Renewal</b>
<b>Limit of Liability - Property - Blanket/All Risk</b>		
Blanket, All Risk	91,633,570	93,127,912
Overall Building Limit	Included	Included
College Personal Property	Included	Included
Replacement Cost/ACV	RC	RC
Deductible Per Occurrence	5,000	5,000
Coinsurance %	90%	90%
Earthquake Coverage Limit	5,000,000	5,000,000
Earthquake Deductible	10%	10%
Rate Level Guaranteed (If Yes, how long)	-	One (1) Year
<b>Total Property Premium</b>	<b>\$65,440.00</b>	<b>\$68,485.00</b>

Will the policy provide full coverage, up to maximum policy limits, for backup of sewer/surface water coverage?

*If no, please specify the limit:*

No  
1,000,000

Does the policy provide coverage for flood?

If Yes - Please State Limit  
If Yes - Please State Flood Deductible

Yes  
5,000,000  
100,000

Does the policy provide coverage for mine subsidence, if so what limits?

Per Location Limit

Yes  
750,000

Does the policy provide Ordinance or Law coverage?

Limit Per Coverage A  
Limit Per Coverage B  
Limit Per Coverage C  
Limit Per Building, If Applicable

Yes  
110% of Building Limit  
1,000,000  
1,000,000  
-

Does the policy have Time Element Coverage, if so please state the limits?

Per Location Limit

Yes  
4,400,000

Does the policy have Business Income Coverage, if so please state the limits?

Per Location Limit

Yes  
Included

Insurance Carrier Name	Wright Specialty Ins. (WSI)	
	Current	Renewal
<b>Limit of Liability - General Liability</b>		
General Aggregate	2,000,000	2,000,000
Products Completed Ops.	2,000,000	2,000,000
Personal & Advertising Injury	1,000,000	1,000,000
Each Occurrence Limit	1,000,000	1,000,000
Fire Damage Limit	1,000,000	1,000,000
Medical Expense Limit	10,000	10,000
Deductible Per Occurrence	0	0
<b>Employee Benefits Liability - Aggregate Limit</b>	1,000,000	1,000,000
Employee Benefits - Each Employee	1,000,000	1,000,000
Deductible Per Occurrence	1,000	1,000
Retroactive Date	4/17/2006	4/17/2006
<b>Sexual Abuse or Molestation - Aggregate Limit</b>	2,000,000	2,000,000
Each Loss Limit	1,000,000	1,000,000
Innocent Party Defense Coverage Limit	300,000	300,000
Policy Form: Claims Made or Occurrence	Occurrence	Occurrence
<b>Adverse Event Response Coverage</b>	-	-
Aggregate Limit - Adverse Event Response Expenses and Loss	300,000	300,000
Each Adverse Event Limit - Response Expenses and Loss	300,000	300,000
Each Person Limit - Loss	300,000	300,000
<b>Total Liability Premium</b>	<b>\$26,115.00</b>	<b>\$27,898.00</b>



**Illinois Valley Community College District #513 - Renewal Date: 09/01/2014**  
**Property & General Liability Renewal Form**

<b>Insurance Carrier Name</b>	<b>Wright Specialty Ins. (WSI)</b>	<b>Wright Specialty Ins. (WSI)</b>
<b>Limit of Liability - Crim</b>	<b>Current</b>	<b>Renewal</b>
Public Employee Dishonesty Limit	100,000	100,000
Computer Fraud Coverage Limit	100,000	100,000
Deductible - Per Occurrence	1,000	1,000
Theft, Disappearance, and Destruction	-	-
Inside	20,000	20,000
Outside	20,000	20,000
Deductible - Per Occurrence	500	500
<b>Total Crime Premium</b>	<b>\$625</b>	<b>\$495</b>

<b>Insurance Carrier Name</b>	<b>Wright Specialty Ins. (WSI)</b>	<b>Wright Specialty Ins. (WSI)</b>
<b>Limit of Liability - Boiler &amp; Machinery</b>	<b>Current</b>	<b>Renewal</b>
Per Accident	91,633,570	93,127,912
Deductible Per Occurrence	5,000	5,000
Extra Expense	1,500,000	1,500,000
<b>Total Boiler &amp; Machinery Premium</b>	<b>\$5,570</b>	<b>\$5,587</b>

<b>Insurance Carrier Name</b>	<b>Wright Specialty Ins. (WSI)</b>	<b>Wright Specialty Ins. (WSI)</b>
<b>Limit of Liability - Inland Marine</b>	<b>Current</b>	<b>Renewal</b>
Audio Visual Equipment	419,655	100,000
Contractor's Equipment Coverage (Schedule On File)	447,095	450,000
FDP Equipment (Including Software)	153,220	472,875
Electronic Scoreboard	65,000	12,000
Deductible Per Occurrence	500	500
<b>Honor Roll Plus Enhancements</b>	-	-
Accounts Receivable	250,000	250,000
Athletic Equipment and Uniforms	100,000	100,000
Computers and Communication Equipment	100,000	100,000
Fine Arts	100,000	100,000
Musical Instruments and Band Uniforms	100,000	100,000
Newly Acquired or Constructed Property	-	-
Period of Coverage	180 Days	180 Days
Building	1,000,000	1,000,000
Business Personal Property	1,000,000	1,000,000
Outdoor Fences	50,000	50,000
Outdoor Masts, Antennae, or Towers	50,000	50,000
Outdoor Signs	50,000	50,000
Outdoor Trees, Shrubs, and Plants	50,000	50,000
Rented, Borrowed, or Leased Equipment	100,000	100,000
Valuable Papers and Records	250,000	250,000
Deductible Per Occurrence	1,000	1,000
<b>Total Inland Marine Premium</b>	<b>\$1,642</b>	<b>\$1,800</b>

	<b>Wright Specialty Ins. (WSI)</b>	<b>Wright Specialty Ins. (WSI)</b>
<b>Premium</b>	<b>Current</b>	<b>Renewal</b>
Total Property Premium	65,440.00	68,485.00
Total Liability Premium	26,115.00	27,898.00
Total Crime Premium	625.00	495.00
Total Boiler & Machinery Premium	5,570.00	5,587.00
Total Inland Marine Premium	1,642.00	1,800.00
<b>Total Premium</b>	<b>\$99,392.00</b>	<b>\$104,265.00</b>

Does the coverage & premiums include TRIA (Terrorism Risk Insurance Act) coverage? Yes Yes

These Proposal worksheets were provided and prepared as a service to Illinois Valley Community College District #513. These worksheets or excerpts thereof contain information that (a) is or may be LEGALLY PRIVILEGED, CONFIDENTIAL, PROPRIETARY IN NATURE, OR OTHERWISE PROTECTED BY LAW FROM DISCLOSURE, and (b) is intended only for the use of Illinois Valley Community College District #513. You are hereby notified that using, copying, or distributing any part of these proposal worksheets is strictly prohibited. Copyright 2014 Bushue Human Resources, Inc.

**Illinois Valley Community College District #513 - Renewal Date: 09/01/2014**  
**Automobile Renewal Form**

Insurance Agency Name Insurance Carrier Name	Mesirow Financial	
	Wright Specialty Ins. (WSI)	Wright Specialty Ins. (WSI)
Limits of Liability - Auto	Current	Renewal
Number of Vehicles	14	14
Bodily Injury and Property Damage Liability	1,000,000	1,000,000
Medical Payments	5,000	5,000
Uninsured Motorist	1,000,000	1,000,000
Underinsured Motorists	1,000,000	1,000,000
Hired Auto	1,000,000	1,000,000
Non-Owned Auto	1,000,000	1,000,000
Garage Liability	1,000,000	1,000,000
Garage Keepers Legal Liability	300,000	300,000
Deductible Per Occurrence	-	-
Comprehensive	\$1,000	\$1,000
Collision	\$1,000	\$1,000
<b>Total Automobile Premium</b>	\$9,540.00	\$9,735.00

Does the coverage & premiums include TRIA (Terrorism Risk Insurance Act) coverage?	Yes	Yes
Will the insurance carrier grant permission to operate the buses under conditions where a charge would be made to the students?	Yes	Yes
Will the insurer provide coverage for all additional insured's, including coverage for Board of Trustee Members, Employees, and Volunteers while using their own vehicles on behalf of the college?	Yes - Excess Basis	Yes - Excess Basis
Will the insurance carrier provide coverage for rental vehicles?	Yes	Yes
Does the policy include Replacement Cost on Buses? <i>If yes, please provide details.</i>	Yes Buses that are Five (5) Years Old or Newer	Yes Buses that are Five (5) Years Old or Newer

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**Illinois Valley Community College District #513 - Renewal Date: 09/01/2014**  
**Umbrella Liability Renewal Form**

<b>Insurance Agency Name</b>	<b>Mesirow Financial</b>	<b>Mesirow Financial</b>
<b>Insurance Carrier Name</b>	<b>Wright Specialty Ins. (WSI)</b>	<b>Wright Specialty Ins. (WSI)</b>
<b>Limits of Liability</b>	<b>Current</b>	<b>Renewal</b>
General Aggregate Limit	10,000,000	10,000,000
SIR	0	0
General Liability	1,000,000	1,000,000
Automotive Liability	1,000,000	1,000,000
Employers Liability- Worker's Comp	1,000,000	1,000,000
Legal Liability	1,000,000	1,000,000
Employee Benefits Liability	1,000,000	1,000,000
Sexual Misconduct & Molestation	Included in General Liability	Included in General Liability
Foreign General Liability	Included in General Liability	Included in General Liability
Foreign Auto Liability	Included in General Liability	Included in General Liability
Foreign Employer's Liability	Included in General Liability	Included in General Liability
Law Enforcement Liability	Included in General Liability	Included in General Liability
Media Liability	Included in General Liability	Included in General Liability
Student Malpractice Liability	Included in General Liability	Included in General Liability
<b>Total Annual Premium</b>	<b>\$18,609.00</b>	<b>\$19,356.00</b>

**Does the coverage & premiums include TRIA  
(Terrorism Risk Insurance Act) coverage?**

Yes

Yes

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**Illinois Valley Community College District #513 - Renewal Date: 09/01/2014**  
**Legal Liability Renewal Form**

Insurance Agency Name	Mesirow Financial	
Insurance Carrier Name	Wright Specialty Ins. (WSI)	Wright Specialty Ins. (WSI)
Legal Liability	Current	Renewal
Aggregate Limit	1,000,000	1,000,000
Each Claim Limit	1,000,000	1,000,000
Deductible Per Occurrence	50,000	50,000
EPLI Deductible	50,000	50,000
<b>Total Annual Premium</b>	<b>\$19,804.00</b>	<b>\$18,545.00</b>

\* All taxes, surplus line charges, fees, etc. must be included in the Annual Premium

Does the coverage & premiums include TRIA (Terrorism Risk Insurance Act) coverage?	Yes	Yes
Does a retroactive date apply? <i>If yes, please advise the date.</i>	No N/A	No N/A
Please indicate whether coverage is on Claims Made or Occurrence basis:	Claims Made	Claims Made
For Claims Made policies, is Prior Acts coverage available? <i>Please indicate additional cost:</i>	Full Prior Acts Included	Full Prior Acts Included
If additional requirements must be met prior to binding please indicate	N/A	None
Does the above proposal provides full coverage for Sexual Misconduct/Abuse/Molestation/Harassment:	SA/M Covered Under the GL	SA/M Covered Under the GL
Does the policy provide coverage for defense costs, even if not successful?	Yes	Yes
Does the policy provide coverage for IEP Hearings (Due process, etc)?  <i>State Sub-Limit for this, if any:</i>	Yes  100,000	Yes  100,000
Does the policy provide a consent to settle provision?	Yes	Yes
Are defense expenses within the limit of liability? <i>State Sub-Limit for defense expenses, if any:</i>	Yes -	Yes -
<b>Please Describe any policy Sub-Limits: (Please list other Sub-Limits not included in this list below)</b>		
Limit/Sub-Limit for Special Education	-	-
Limit/Sub-Limit Breach of Contract	-	-
Limit/Sub-Limit Sexual Abuse/Molest.	SA/M Covered Under the GL	SA/M Covered Under the GL

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**Illinois Valley Community College District #513 - Renewal Date: 09/01/2014**  
**Workers' Compensation Renewal Form**

<b>Insurance Agency Name</b>	<b>Kuhl &amp; Company</b>		<b>Kuhl &amp; Company</b>	
<b>Insurance Carrier Name</b>	<b>BrickStreet Insurance</b>		<b>BrickStreet Insurance</b>	
<b>Employers Liability Limits</b>	<b>Current</b>		<b>Renewal</b>	
Bodily Injury Accident	1,000,000		1,000,000	
Bodily Injury Disease	1,000,000		1,000,000	
Bodily Injury Disease - Employee	1,000,000		1,000,000	
<b>Codes</b>	<b>Estimated Payroll</b>	<b>Rate Per \$100</b>	<b>Estimated Payroll</b>	<b>Rate Per \$100</b>
8868 Colleges or Schools, Teachers	\$14,537,190	0.56	\$13,700,000	0.64
7380 Drivers, Chauffeurs, and Their Helpers	\$0	11.47	\$0	13.45
9101 All Other Employees	\$772,500	6.04	\$700,000	6.86
<b>Total Estimated Premium</b>	\$186,191.00		\$165,271.00	

Experience Modification 1.00

Experience Modification 0.97

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**Illinois Valley Community College District #513 - Renewal Date: 09/01/2014**

**Law Enforcement Liability Renewal Form**

<b>Insurance Agency Name</b>	<b>Mesirow Financial</b>	
<b>Insurance Carrier Name</b>	<b>Wright Specialty Ins. (WSI)</b>	
<b>Law Enforcement</b>	<b>Current</b>	<b>Renewal</b>
Aggregate Limit	Included in General Liability	Included in General Liability
Each Claim	Included in General Liability	Included in General Liability
Deductible Per Occurrence	0	0
<b>Total Annual Premium</b>	Included in General Liability	Included in General Liability

*\* All taxes, surplus line charges, fees, etc. must be included in the Annual Premium*

**Does the coverage & premiums include TRIA (Terrorism Risk Insurance Act) coverage?** Yes Yes

Does a retroactive date apply? No No  
*If yes, please advise the date.* N/A N/A

Please indicate whether coverage is on Claims Made or Occurrence basis: Occurrence Basis Occurrence Basis

For Claims Made policies, is Prior Acts coverage available? N/A N/A

*Please indicate additional cost:* N/A N/A

If additional requirements must be met prior to binding please indicate: N/A N/A

Does the policy provide coverage for defense costs, even if not successful? Yes Yes

Are defense expenses within the limit of liability? No No  
*State Sub-Limit for defense expenses, if any:* - -

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**Illinois Valley Community College District #513 - Renewal Date: 09/01/2014**  
**Media Liability Renewal Form**

<b>Insurance Agency Name</b>	<b>Mesirow Financial</b>	
<b>Insurance Carrier Name</b>	<b>Wright Specialty Ins. (WSI)</b>	<b>Wright Specialty Ins. (WSI)</b>
<b>Media Liability</b>	<b>Current</b>	<b>Renewal</b>
Aggregate Limit	Included in General Liability	Included in General Liability
Each Claim	Included in General Liability	Included in General Liability
Deductible Per Occurrence	0	0
<b>Total Annual Premium</b>	Included in General Liability	Included in General Liability

*\* All taxes, surplus line charges, fees, etc. must be included in the Annual Premium*

**Does the coverage & premiums include TRIA (Terrorism Risk Insurance Act) coverage?** Yes Yes

Does a retroactive date apply? No No  
*If yes, please advise the date.* N/A N/A

Please indicate whether coverage is on Claims Made or Occurrence basis: Occurrence Basis Occurrence Basis

For Claims Made policies, is Prior Acts coverage available? N/A N/A

*Please indicate additional cost:* N/A N/A

If additional requirements must be met prior to binding please indicate: N/A N/A

Does the policy provide coverage for defense costs, even if not successful? Yes Yes

Are defense expenses within the limit of liability? No No  
*State Sub-Limit for defense expenses, if any:* - -

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**Illinois Valley Community College District #513 - Renewal Date: 09/01/2014**  
**Student Malpractice Liability Renewal Form**

Insurance Agency Name	Mesirow Financial	Mesirow Financial
Insurance Carrier Nam	Wright Specialty Ins. (WSI)	Wright Specialty Ins. (WSI)
Professional Liability	Current	Renewal
Aggregate Limit	Included in General Liability	Included in General Liability
Each Claim	Included in General Liability	Included in General Liability
<i>Coverage Extensions</i>	-	-
<b>Grievance Proceedings</b>	-	-
Aggregate	Included	Included
Each	Included	Included
<b>Defendant Expense Benefit</b>	-	-
Aggregate	Included	Included
Each	Included	Included
<b>Deposition Representation</b>	-	-
Aggregate	Included	Included
Each	Included	Included
<b>Assault</b>	-	-
Aggregate	Included	Included
Each	Included	Included
<b>Medical Payments</b>	-	-
Aggregate	Included	Included
Each	Included	Included
<b>First Aid</b>	-	-
Aggregate	Included	Included
Each	Included	Included
<b>Damage to Property of Other</b>	-	-
Aggregate	Included	Included
Each	Included	Included
Deductible Per Occurrence	0	0
<b>Total Annual Premium</b>	Included in General Liability	Included in General Liability

*\* All taxes, surplus line charges, fees, etc. must be included in the Annual Premium*

Does the coverage & premiums include TRIA (Terrorism Risk Insurance Act) coverage?	Yes	Yes
Does a retroactive date apply? <i>If yes, please advise the date.</i>	No N/A	No N/A
Please indicate whether coverage is on Claims Made or Occurrence basis:	Occurrence Basis	Occurrence Basis
For Claims Made policies, is Prior Acts coverage available?  <i>Please indicate additional cost:</i>	N/A N/A	N/A N/A
If additional requirements must be met prior to binding please indicate	N/A	N/A
Does the policy provide coverage for defense costs, even if not successful?	Yes	Yes
Are defense expenses within the limit of liability? <i>State Sub-Limit for defense expenses, if any:</i>	No -	No -

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**Illinois Valley Community College District #513 - Renewal Date: 09/01/2014**  
**Foreign Liability Renewal Form**

Insurance Agency Name	Mesirow Financial	Mesirow Financial
Insurance Carrier Name	Wright Specialty Ins. (WSI)	Wright Specialty Ins. (WSI)
<b>General Liability</b>	<b>Current</b>	<b>Renewal</b>
Each Occurrence	Included in General Liability	Included in General Liability
Products Completed Operations	Included in General Liability	Included in General Liability
Personal and Advertising Injury	Included in General Liability	Included in General Liability
<b>Contingent Auto Liability</b>	<b>Current</b>	<b>Renewal</b>
Each Accident	-	-
Hired Auto Physical Damage	-	-
Aggregate	-	-
Each	-	-
<b>Employer's Responsibility</b>	<b>Current</b>	<b>Renewal</b>
Benefits for Voluntary Compensation	-	-
North Americans	-	-
Third Country Nationals	-	-
Local Nationals	-	-
Executive Assistance Services	-	-
<b>Employer's Liability</b>	<b>Current</b>	<b>Renewal</b>
Bodily Injury by Accident	-	-
Bodily Injury by Disease Each	-	-
Bodily Injury by Disease Agg	-	-
<b>Total Annual Premium</b>	Included in General Liability	Included in General Liability

\* All taxes, surplus line charges, fees, etc. must be included in the Annual Premium

Does the coverage & premiums include TRIA (Terrorism Risk Insurance Act) coverage?	Yes	Yes
Does a retroactive date apply? <i>If yes, please advise the date:</i>	No N/A	No N/A
Please indicate whether coverage is on Claims Made or Occurrence basis:	Occurrence Basis	Occurrence Basis
For Claims Made policies, is Prior Acts coverage available? <i>Please indicate additional cost:</i>	N/A N/A	N/A N/A
If additional requirements must be met prior to binding please indicate:	N/A	N/A
Does the policy provide coverage for defense costs, even if not successful?	Yes	Yes
Are defense expenses within the limit of liability? <i>State Sub-Limit for defense expenses, if any:</i>	No -	No -

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**Illinois Valley Community College District #513 - Renewal Date: 09/01/2014**  
**Totals**

Insurance Agency Name	Mesirow Financial / Kuhl & Company	
	Wright Specialty Ins. (WSI) / BrickStreet	Wright Specialty Ins. (WSI) / BrickStreet
Insurance Carrier Name	Insurance	Insurance
Coverage	Current	Renewal
Total Property Premium	65,440.00	68,485.00
Total Liability Premium	26,115.00	27,898.00
Total Crime Premium	625.00	495.00
Total Boiler & Machinery Premium	5,570.00	5,587.00
Total Inland Marine Premium	1,642.00	1,800.00
<b>Commercial Auto</b>	9,540.00	9,735.00
<b>Worker's Compensation</b>	186,191.00	165,271.00
<b>Umbrella</b>	18,609.00	19,356.00
<b>Legal Liability</b>	19,804.00	18,545.00
<b>Law Enforcement Liability</b>	Included in General Liability	Included in General Liability
<b>Media Liability</b>	Included in General Liability	Included in General Liability
<b>Student Malpractice Liability</b>	Included in General Liability	Included in General Liability
<b>Foreign Liability</b>	Included in General Liability	Included in General Liability
<b>Total Premium</b>	\$333,536.00	\$317,172.00
<b>Savings</b>		16,364.00
<b>Percentage of Increase</b>		-4.91%

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For your review, we have prepared an illustrative summary which provides a brief outline of coverages provided. This summary is for illustrative purposes only, and does not provide a comprehensive overview of your complete policies. please refer to your complete policy for review of all endorsements, limitations, and exclusions. If you feel that any of these coverages or limits are not correct, inadequate, please let us know.

**Faculty Appointment – Emily Lesman, Developmental Mathematics Lab Instructor**

The selection committee has selected Emily Lesman as Developmental Mathematics Lab Instructor to fill the vacancy created by the retirement of Cheryl Hobneck. Information on this applicant is attached.

**Recommendation:**

**The administration recommends the Board approve the appointment of Emily Lesman as Developmental Mathematics Lab Instructor assigned to the Division of English, Math and Education, with placement on the salary schedule at Step B-5 - \$42,543, based on the 2013/2014 faculty contract.**

**RECOMMENDED FOR STAFF APPOINTMENT**  
**2014-2015**

**GENERAL INFORMATION:**

POSITION TO BE FILLED: Developmental Math Lab Instructor

NUMBER OF APPLICANTS: 18

NUMBER OF APPLICANTS INTERVIEWED: 7

APPLICANTS INTERVIEWED BY:

Ms. Black, Ms. Isermann, Mr. Oldaker, Mr. Olivero, Mr. Tunnell

APPLICANT RECOMMENDED:

Emily Lesman

**EDUCATIONAL PREPARATION:**

Olivet Nazarene University, Bourbonnais, IL – B.S. in Elementary Education  
University of Phoenix, Phoenix, AZ – Masters in Adult Education and Learning

**EXPERIENCE:**

Illinois Valley Community College, Oglesby, IL – Part-time Developmental Math Instructor,  
Part-time Assessment Center Assistant  
Allen Township CCSD #65, Ransom, IL – Jr. High Instructor

**NOTE: THIS CANDIDATE IS BEING RECOMMENDED FOR EMPLOYMENT FOR THE FOLLOWING REASONS:**

1. Exceptional teaching demonstration that showed sensitivity to the needs of students in developmental mathematics.
2. Many years of experience teaching in the developmental mathematics laboratory setting at IVCC.
3. Successful supervisory experience as the lead teacher at the Ottawa Center mathematics laboratory.

**RECOMMENDED SALARY: \*B-5 - \$42,543 annualized**

Ms. Glenna Jones, SPHR  
Director of Human Resources



**Staff Resignation – Amy Smith, Director of Institutional Research**

Amy Smith, Director of Institutional Research, has submitted her resignation, effective August 7, 2014. Her resignation letter is attached.

**Recommendation:**

**Accept with regret Amy Smith's resignation as Director of Institutional Research, effective August 7, 2014 and wish her good luck in her future endeavors.**

July 11, 2014

Cheryl Roelfsema  
Vice President, Business Services and Finance  
Illinois Valley Community College

Dear Cheryl,

I am writing to inform you that I have accepted a position in the Office of Institutional Research at Heartland Community College. My last day of work will be Thursday, August 7, 2014.

I want to thank you for the opportunity you provided me to work with a number of outstanding colleagues here at Illinois Valley Community College (IVCC). I have learned a lot and grown professionally in my time at IVCC. It was a difficult decision to leave at this point, but I have to do what is best for me and my family. The long hours and daily commute from Normal to Oglesby took a toll on me this past winter. I could not pass up the opportunity to reduce my work hours to a regular 40-hour week and work closer to home at the community college located 5 minutes from house.

In the 4 weeks remaining before my departure, I will make every effort to complete essential projects as possible, but we may need to prioritize. I will, of course, attempt to leave clear instructions for my successor.

Best wishes to you and the entire IVCC community.

Sincerely,



Amy J Smith  
Director of Institutional Research  
Illinois Valley Community College

RECEIVED

JUL 11 2014

MEMORANDUM

**Change in Employment Status - Chris Warren, Adult Education Literacy Specialist/GED Instructional Aide**

As indicated in the attached memo from Sara Escatel, Director of Adult Education, the funding for the Adult Education program from ICCB has been reduced and the Adult Education funding is no longer adequate to pay the additional salary to keep all Adult Education employees in full-time status.

The reduction in funding for this position requires IVCC to reduce staff to maintain a balanced budget and to continue providing the necessary services to our students and community. This reduction would impact Chris Warren and reduce her position to a part-time Literacy Specialist. Ms. Warren will have a 60-day notice of this change in employment status.

Chris has done a fine job of representing the College while capably serving our students and positively impacting many lives.

**Recommendation:**

**Due to the reduction in funding for the Adult Education Literacy Specialist, approve, with regret, the change of status from full-time to part-time of Chris Warren, Literacy Specialist effective October 14, 2014.**

# Memo

**To:** Sue Isermann & Glenna Jones  
**From:** Sara Escatel  
**Date:** July 2, 2014  
**Re:** Chris Warren - Adult Education Literacy Specialist and GED Teaching Assistant  
Employment status reduction from Full-time to Part-time due to limited Adult Ed funding

---

Chris Warren has held two positions in Adult Education to make her full-time since 1993. During that time, the Secretary of State Literacy grant has paid 50% of Chris' salary for Literacy services, and the Adult Education grant has always paid the other portion of her salary to work as a GED Instructional Aide. Unfortunately, for the past six years funding from ICCB has been reduced and Adult Ed funding is no longer in the financial position to pay the additional \$15,000 to keep Chris in full-time status.

Due to limited Adult Ed funding from ICCB and level funding expected from the Secretary of State for literacy, I am forced to reduce Chris Warren's full-time status to part-time. The literacy responsibilities in her job description will continue while the instructional aide portion of her duties will be eliminated. By taking this action now, the GED class will still take place with an instructor and services to students will continue as in the past.

This reduction in employment status will also allow Adult Education to distribute \$15,000 toward other Adult Education programming and expenses relating to instruction, staff development, books, and supplies to benefit our students in FY15.

New initiatives for Adult Ed in FY15 include:

- STAR-Reading Instruction program
- Manufacturing Bridge class
- Healthcare Bridge class
- Staff development and training
- i-Pathways online GED training

ICCB mandates have increased and programming will continue uninterrupted for our Adult Education students. Therefore, I am requesting Board approval to allow a reduction in employment status from full-time to part-time for Chris Warren in Adult Education.

**Bid Results – Tree Removal**

Bids for Tree Removal were received and publicly opened on July 30, 2014.

Shearer Tree Service LLC, Ottawa, IL, submitted the low bid.

<b>Shearer Tree Service LLC Ottawa, IL</b>	<b>\$26,800</b>
Clean Sweep Tree Service LLC Shelbyville, IL	\$34,965

**Recommendation:**

**The administration recommends the Board accept the bid from Shearer Tree Service LLC as the lowest, most responsible bid for Tree Removal in the amount of \$26,800.**

**Additional Security Officer – Information Desk**

When the Peter Miller Community Technology Center opened in January 2014, a security position at the information desk was added. This position was filled with G4S Secure Solutions personnel and provides the College with an added security measure by having an officer at the main entrance and better able to monitor people entering and exiting the College. There are security cameras at the entrances for monitoring purposes, also. This position also provides customer service and performs other clerical duties.

The administration would like to extend this security coverage for another 20 hours per week. This would provide a security officer at the information desk from 7:00 AM to 7:30 PM.

G4S Secure Solutions would provide this service for \$18.46 per hour for this 20-hour per week contract position.

**Recommendation:**

**Authorize the administration to add an amendment to the contract with G4S Secure Solutions to provide a security officer for duty at the information desk at an hourly rate of \$18.46 for 20 hours per week.**





AMENDMENT NO. 3

The Independent Contractor Security Services Agreement dated July 6, 2011 ("Agreement"), by and between Illinois Valley Community College, District No. 513 in Oglesby, Illinois ("College") and G4S Secure Solutions (USA) Inc., a Florida corporation ("Contractor"), is hereby amended as follows:

Whereas, College and Contractor desire to amend the Agreement;

Whereas, College and Contractor desire for this amendment to be effective August 18, 2014;

Now therefore, in consideration of the promises and accords made herein, and the exchange of such good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Client and Contractor agree as follows:

CONTRACT ADDENDUM

Contractor shall provide an additional 20 hours per week of unarmed coverage to staff the Information Desk on campus. The effective date of services will be August 18, 2014, with no additional changes to the Agreement. The pay wage and bill rates for these additional hours shall be as follows:

<b>Position</b>	<b>Pay Wage</b>	<b>Standard Bill Rate</b>	<b>Overtime Bill Rate</b>	<b>Holiday Bill Rate</b>
Unarmed Security Officer – Information Desk	\$11.99	\$18.46	\$27.69	\$36.92

All other terms and conditions of the Agreement remain in full force and effect.

Agreed to and accepted by:

G4S Secure Solutions (USA) Inc.

Illinois Valley Community College

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Ian Reddy  
426 Roosevelt Rd.  
La Salle, Il. 61301  
(815)224-0387  
ian\_reddy@ivcc.edu

Frances Whaley  
Head Librarian  
Jacobs Library  
Illinois Valley Community College  
815 N. Orlando Smith Rd.  
Oglesby Il. 61348-9692

July 14, 2014

Dear Frances Whaley,

I would like to inform you that I am resigning from my position as Collection Development and Access Librarian, effective August 22 2014.

I would like to thank you for the professional opportunities you have provided to me. I have truly enjoyed my time at IVCC's Jacobs Library, however my wife is beginning her career as an academic in Canada, and we are returning, as a family, to our home country to support her endeavors.

Sincerely

  
Ian Reddy

RECEIVED  
JUL 16 2014  
HUMAN RESOURCES

Tommy Canale  
915 N Park St  
Streator, IL 61364  
815-822-3126

Mark Grzybowski- Interim Assoc. VPSS  
Illinois Valley Community College  
815 N Orlando Smith Rd.  
Oglesby, IL 61348

July 21, 2014

Mark:

After losing my position to part-time in July 2012, I have been in search of full-time employment since. I have given 100% to IVCC and truly believe I made the athletic department better since I took over in September of 2007. Unfortunately, the time has come that I will be resigning my positions of Athletic Director and Head Men's Basketball Coach effective July 31, 2014.

I have given IVCC my best everyday and hoped that my position would be reversed back to full-time but since it has not I have found employment elsewhere and want to thank everyone at IVCC who has supported me the last eight years. I wish all of you the best.

Sincerely,

  
Tommy Canale

RECEIVED

JUL 21 2014

RECEIVED

Melissa McBride  
915 N Park St.  
Streator, IL 61364  
815/674-0788

Patty Williamson – Director of Financial Aid  
Illinois Valley Community College  
815 N Orlando Smith Rd.  
Oglesby, IL 61348

July 21, 2014

Patty:

Please consider this my resignation letter from my position as the IVCC Administrative Assistant of Financial Aid, effective July 31<sup>st</sup>, 2014.

The past four years at IVCC have been incredible. I have loved working in your office and feel that I am leaving with a great deal of experience. My co-workers have been amazing and I will miss the teamwork that I felt around me. However, when I interviewed for the position it was for full-time and that was changed. Two years have passed and to my dismay it has not been reinstated. I feel that I need to move on and seek a position that allows for this.

Being your assistant has been very enjoyable over the last couple of years, but sadly I must move on in order to do what is best for me and my career. I hope to stay in touch and I want to thank you again for the time we shared together. I wish you all the best.

Sincerely,



Melissa McBride

RECEIVED

JUL 22 2014

HUMAN RESOURCES

July 16, 2014

Mr. Scott Curley  
Supervisor of Facilities  
Illinois Valley Community College  
815 N Orlando Smith St.  
Oglesby, Illinois 61348

Dear Mr. Curley,

I am writing to formally notify you that I will be resigning from my position of custodian with Illinois Valley Community College.

My last day of employment will be July 23, 2014

I appreciate the opportunities that I have been given at Illinois Valley Community College and your guidance and support. I wish you and the college success in the future

Sincerely,

A handwritten signature in black ink that reads "Nicholas J. Lower". The signature is written in a cursive style with a large, prominent initial "N".

Nicholas J. Lower

RECEIVED

JUL 17 2014

RECEIVED

July 15, 2014

Emily Vescogni  
Director of Learning Technologies  
Illinois Valley Community College  
815 North Orlando Smith Road  
Oglesby, IL 61348

Dear Emily,

It is with deep regret that I write to inform you of my resignation. Please accept this letter as formal notification that I will be leaving my position as Academic Support Technologist – Lead, effective August 7, 2014.

I would like to take this time to thank you for the opportunities that you have provided me during my three years here at IVCC. I have grown both professionally and personally as a result of your guidance. I have truly enjoyed working with the Learning Technologies group and I appreciate the unwavering support and guidance that you provided me throughout my time here.

If I can be of any assistance throughout this transition, please do not hesitate to ask.

Sincerely,

A handwritten signature in cursive script that reads "Angie Hartman". The signature is written in black ink and is positioned above the printed name.

Angie Hartman



**Staff Appointment – Rebekah Dean, Interim Collection Development & Access Librarian**

With the resignation of Ian Reddy, Collection Development & Access Librarian, the administration has reached out to the college community for individuals who may have an interest in the interim opportunity. The interim position was posted internally and one letter of interest was received. An informal interview was held July 31<sup>st</sup> with the Head Librarian. Information about the candidate from another recent interim librarian position interview and committee comments after that interview were considered in making this decision. After reviewing the letter of interest and interviewing the applicant, Ms. Whaley, Head Librarian, has made the recommendation to hire Ms. Rebekah Dean for the Interim Collection Development and Access Librarian position because of her librarian qualifications, experience in technical services, and attention to detail. Ms. Dean is capable of performing the collection development, fiscal, and reference responsibilities of this position.

Rebekah Dean would assume on an interim basis all of the Collection Development & Access Librarian responsibilities as outlined in the job description at the annualized salary of \$37,000 effective August 25, 2014 and until a full search has been conducted and the position filled by a regular full-time employee.



ILLINOIS VALLEY  
COMMUNITY COLLEGE

# Memorandum

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**To:** Dr. Jerry Corcoran

**From:** Mark Grzybowski, Interim Associate Vice President for Student Services *MG*

**Date:** August 7, 2014

**Subject:** Student-Athlete Drug Testing Procedure and Related Penalties

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Per request of the IVCC Board of Trustees to examine and update the current drug testing procedure in place for IVCC student athletes, I would like to share with you the final course of recommended action regarding said procedure for immediate implementation.

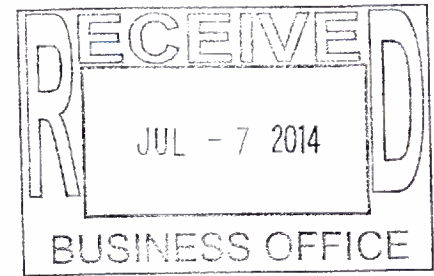
Previously, the student-athlete drug testing procedure did not address a specific penalty for a multi-sport athlete, nor did it specifically address the length of penalty in the event a positive test result or failure to submit occurs. In lieu of that, I tasked former IVCC Athletic Director Tommy Canale to query his fellow Athletic Directors from both Region IV and the Arrowhead Conference on their policies and procedures.

From the results of that query and with unequivocal support of Mr. Canale, I have decided to update the procedure in the following ways:

1. Add a 20 percent "sit out" procedure based on regularly scheduled games for a first-time offense.
  - a. For multi-sport athletes, the 20 percent penalty will carry over to the subsequent season if a balance exists at the end of the previous season.
2. Immediately cancel any current athletic tuition waiver issued to the student athlete, disqualify them from receiving future athletic tuition waivers, and hold the student athlete liable for repaying the waiver.
3. In order to be reinstated to any athletic team after serving a penalty, the student athlete must receive approval from the respective Head Coach, Athletic Director, and Associate Vice President for Student Services. Additionally, the student athlete must also agree to submit themselves to random drug testing throughout the remainder of the season.
4. Add a level of discipline for second-time offenders stating the student athlete will be immediately and indefinitely disqualified from participating in intercollegiate athletics at IVCC.



Government Finance Officers Association  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806



July 1, 2014

Cheryl Roelfsema  
Vice President for Business Services & Finance  
Illinois Valley Community College  
815 N. Orlando Smith Road  
Oglesby, IL 61348

Dear Ms. Roelfsema:

A panel of independent reviewers has completed its examination of your Popular Annual Financial Report (PAFR). We are pleased to notify you that your PAFR for the fiscal year ended June 30, 2013, has substantially met the requirements of the PAFR Program. In the absence of authoritative standards governing the presentation, these requirements were based on an evaluation of creativity, presentation, understandability and reader appeal. The report received a weighted average score of 75.00 percent or above from three of the four highest individual reviews.

The PAFR award is valid for one year. To continue your participation in the program, it will be necessary for you to submit your next PAFR to the Government Finance Officers Association within 6 months of the end of your entity's fiscal year. Enclosed is an application form to facilitate a timely submission. Four copies of this form should be submitted with four copies of your PAFR, accompanied by the appropriate fee.

Each entity submitting a report to the PAFR Program is provided with confidential comments and suggestions for possible improvements in next year's presentation. Your comments and suggestions, as well as the summary of grading sheet are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare next year's report.

Continuing participants will find a certificate and brass medallion enclosed with these results. The brass medallion may be mounted on your ten-year plaque. First-time recipients will find a certificate enclosed with these results followed by a plaque in about 10 weeks. The award certificate commemorates your achievement and may be used for formal presentations.

Cheryl Roelfsema

July 1, 2014

Page 2

We appreciated your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain a well, presented PAFR. If we can be of further assistance, please contact Jim Phillips in the Technical Services Center.

Sincerely,

A handwritten signature in black ink that reads "Stephen J. Gauthier". The signature is written in a cursive style with a large, stylized initial "S".

Stephen J. Gauthier, Director  
Technical Services Center



Government Finance Officers Association

Award for  
Outstanding  
Achievement in  
Popular Annual  
Financial Reporting

Presented to

**Illinois Valley  
Community College**

For its Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2013**

Executive Director/CEO

**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

**Facility Door Hardware/Keying Upgrades  
(ICCB #513-T-2199-1012)**

Name and address of Architect/Engineer providing the Statement of Final Construction Compliance:

Kurt H. Rimmele  
Basalay, Cary & Alstadt Architects, Ltd.  
620 W. Lafayette St.  
Ottawa, IL 61350

Final cost of the project: (including A/E fees and reimbursables)

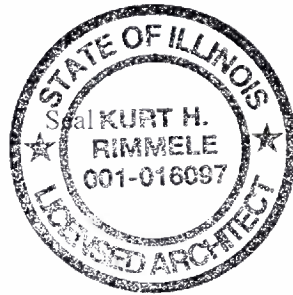
Approved Budget \$547,239.00 Actual Cost \$349,268.33

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

  
\_\_\_\_\_  
Architect/Engineer's Signature

May 15, 2014  
Date

001-016097



Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

Signed \_\_\_\_\_, Secretary



# ILLINOIS VALLEY COMMUNITY COLLEGE

## College Core Values

**Responsibility   Caring   Honesty   Fairness   Respect**

## Vision Statement

Leading our community in learning, working and growing.

## Mission Statement

IVCC teaches those who seek and is enriched by those who learn.

## The Purposes of IVCC are:

- \* The successful completion of courses and degrees required for effective transfer to baccalaureate degree programs.
- \* Occupational/technical courses, certificates and degrees leading directly to successful employment or transfer into baccalaureate degree programs.
- \* Courses and academic support services designed to prepare students to succeed in college-level coursework.
- \* Continuing education courses and community activities that encourage lifelong learning and contribute to the growth and enrichment of students in our community.
- \* Student support services to assist in developing personal, social, academic and career goals.
- \* Academic and student support programs designed to supplement and enhance teaching and learning.

## Principles of Work

Illinois Valley Community College is a system of programs, services and people – the entire system committed to continuous improvement. Nothing stays the same; everything is in a constant process of discovery, creating, and accomplishment. The people of IVCC daily strive to improve the organization's work systems and processes toward higher levels of satisfaction, achievement, and excellence among students and other stakeholders.

## College Goals

1. Assist all students in identifying and achieving their educational and career goals.
2. Promote the value of higher education.
3. Grow and nurture college resources needed to provide quality programs and services.
4. Promote understanding of diverse cultures and beliefs.
5. Demonstrate IVCC's core values through an inclusive and collaborative environment.